



REGULAR MEETING  
WEDNESDAY JULY 22<sup>nd</sup>, 2020  
6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday July 22<sup>nd</sup>, 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 Alford, Norm Leslie, Dean Brenteson, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Town Engineer Wes Davis, Sherburne County Sheriff Department's Commander Doran, Big Lake Fire Department's Assistant Chief Mark Hedstrom and six (6) audience members, were in attendance.

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

Motion/Second to accept the presented Agenda by: Alford/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 07/08/2020. B) Approve List of Claims & Payroll 07/22/2020. Motion/Second to Approve Consent Agenda by: Leslie/ Brenteson. All Supervisors present approved. None opposed. Motion Prevailed.

#### **Treasurer's Report**

Treasurer Warneke shared, with the Board, that the Town's Annual Audit has been taking place and should be nearing its completion. He reviewed the Financial Statements and reported the Cash Balance of Government Funds (excluding the escrow funds) at \$147,945.29, Total Disbursements at \$1,472,949.66, Receipts at \$1,452,212.26 and Escrow Funds at \$552,929.49 giving a Total Cash Balance of \$1,700,874.78. All accounts are positive, and he has no concerns. Motion/Second to approve the Treasurer's report by: Alford/Leslie. All Supervisors present approved. None opposed. Motion Prevailed.

#### **Sherburne County Sheriff's Department Report**

Commander Doran reported that there 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 June. During that time the Department responded to 47 calls. The breakdown was: 19 in the City of Big Lake ~ nine (09) in Big Lake Township ~ two (02) in Orrock Township ~ two (02) Mutual Aid and 15 Public Service calls. The monthly training was on water supply with municipal water versus water supplies by a water tender truck, held in small group settings and led by Officers. During the month, the Department responded to nine (09) fires and five (05) rescue/motor vehicle incidents. He also reported that nine (09) Fire Fighter applicants attending testing. The applicants will continue through the hiring process. Last year's new hires; Fire Fighter Brady Bagne and Fire Fighter Clint Maxson fulfilled their live burn requirement and have graduated from the Fire Academy.

#### **Open Forum**

NONE

## **Business from the Clerk**

### **Johnson ~ Accessory Building Height Variance Request**

Clerk Kimberly-Maas presented a request to the Board, to review and make comment on an accessory building height variance for property located at 17285 211th Ave NW. The variance request is to allow construction of an accessory building with a proposed detached garage at 28 feet 10 inches tall where a 25-foot height restriction is required. The Board was comfortable with the height variance, as the structure matches the current garage and will not be taller than the house. Motion/Second to recommend approval of the accessory building height variance allowing the proposed detached garage to be at 28 feet 10 inches tall by: Alfords/Brenteson. All Supervisors present approved. None opposed. Motion Prevailed.

### **CMRP Resolution of Understanding – Marc Schneider**

Clerk Kimberly-Maas gave the floor to Marc Schneider from Sherburne County Planning and Zoning, to present a slide show, updating the Board on the Central Mississippi River Regional Planning Partnership (CMRP) formerly the Highway 25 Coalition. Motion/Second to confirm the Town is an active participant in the coalition, understands the coalition's goals and has been updated by Marc Schneider by: Alfords/Leslie. Approved by all present Supervisors. None opposed. Motion Prevailed.

### **License Agreement – SSTS Mound on 182nd Av (Ridgewood Heights)**

Clerk Kimberly-Maas presented a License Agreement between Robert and Lori Rusert, the Property Owners of parcel 10-429-0310 ~ 17375 182<sup>nd</sup> Avenue NW, and legally described as Lot 2, Block 3 in Ridgewood Heights Plat. The Agreement would allow the mound septic system's drain field to encroach into a Township Right of Way (ROW). Item was TABLED until next meeting, allowing the utilities to be marked and indicated on the plan.

### **License Agreement – Shed Encroachment in Drainage Easement Aspen Hills**

Clerk Kimberly-Maas presented a License Agreement between Caleb and Tina Hansen Property Owners of parcel 10-519-0175 ~ 20326 151st Street NW, and legally described as Lot 15, Block 1 in Aspen Hills Plat. The Agreement would permit an existing accessory building, to encroach a Township drainage easement. Motion/Second to approve the License Agreement between Caleb and Tina Hansen Property Owners of parcel 10-519-0175 ~ 20326 151st Street NW, and legally described as Lot 15, Block 1 of the Aspen Hills Plat, permitting an existing accessory building, to encroach into a Township drainage easement by: Alfords/Brenteson. Approved by all present Supervisors. None opposed. Motion Prevailed.

### **Big Lake Fire Department 2021 Budget Presentation/Acceptance**

Clerk Kimberly-Maas presented the Big Lake Fire Department's 2021 Budget, that has been approved and recommended by the Big Lake Fire Department Joint Power Board (BLFD JPA). Motion/Second to approve the Big Lake Fire Department's 2021 Budget by: Leslie/Brenteson. Approved by all present Supervisors. None opposed. Motion Prevailed.

### **Election Personal Protection Equipment (PPE) Update**

Clerk Kimberly-Maas updated the Board with the personal protection equipment (PPE) plans and procedures for the August 11, 2020 Primary Elections.

### **Vaccination Clinic Date**

Clerk Kimberly-Maas updated the Board that the new date for this year's dog vaccination clinic is September 19<sup>th</sup>, 2020.

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

Supervisor Aubol reported that he has submitted his application, to be appointed, to the Sherburne County Board of Adjustments.

**Roads**

Town Engineer Wes Davis reported that he had a site visit and inspection of the roads in the Two Rivers development. He recommends that in one (1) year a portion of road, that was laid over existing road be re-inspected. Engineer Davis will perform calculations for recommendations of a retention and present to the Board at a future time.

Town Engineer Wes Davis reported that the 2020 overlays project has been completed and the 2020 Seal Coat project will commence tomorrow, July 23<sup>rd</sup>. Engineer Davis presented the final payment request for the 2020 overlays project, with a 5% retention. Motion/Second to approve the final payment request for the 2020 overlays project, with a 5% retention, payable Asphalt Surface Tech. (ASTECH), in the amount of \$550,154.79 by: Brenteson/Leslie. All Supervisors present approved. None opposed. Motion Prevailed.

**Announcements:**

Affidavit of Candidacy Filing – July 28, 2020 to August 11, 2020 at 5PM

Town Board Supervisor : Seat 1 (2yr term to fill vacancy),  
Seat 3 (4yr term),  
Seat 4 (4yr term to fill vacancy)

**Adjournment:**

Motion/Second to adjourn the Regular Meeting at 7:08 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 12th day of August 2020 by the Town of Big Lake Board of Supervisors.

\_\_\_\_\_  
Bruce Aubol, Chairman

Attest: \_\_\_\_\_  
Jayme Swenson, Town Deputy Clerk