



REGULAR MEETING
WEDNESDAY SEPTEMBER 23, 2020 – 6:00 PM

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday September 23, 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, Scott Sanford Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Big Lake Fire Department's Assistant Chief Mark Hedstrom, and two audience members, were in attendance.

Approval of Meeting Agenda

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

Approval of Consent Agenda

Supervisor Alfords requested pulling Resolution RES 2020-12 Appointing of Election Judges for the November 3, 2020 General Election, for roll-call vote.

The Consent Agenda consisted of: A) Presentation of DRAFT Annual Meeting Minutes. B) Approval of Regular Meeting Minutes from 09/09/2020. C) Approve of presented Claims & Payroll 09/09/2020. D) Call for Special Joint Powers Board Meeting on Wednesday October 14, 2020 at 4:30PM in the City of Big Lake Council Chambers. Motion/Second to Approve Consent Agenda by: Alfords/ Sanford. Approved by Alfords, Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

Motion to approve RES 2020-12 Appointing Election Judges for the November 3, 2020 General Election by: Leslie/Sanford. Approved by: Alfords, Aubol, Brenteson, Leslie and Sanford. None opposed. Motion Prevailed.

Fire Department Update

Assistant Chief, Mark Hedstrom addressed the Board with an update from the month of August. During that time the Department responded to 37 calls. Seventeen calls for service were in the City of Big Lake ~ ten (10) in Big Lake Township ~ one (01) in Orrock Township and eight (08) Public Service calls. Of the calls there were six (06) fires, seven (07) gas leaks and ONE (01) lightning strike. Year to date the department has responded to 261 calls for service. For the same time period in 2019=232. The department is on track to respond to more calls than in the record year of 2005, when they responded to 246 calls total. The monthly training was on use of ladders and the aerial ladder truck. Six new recruits have been hires and the cadets are in fire school.

Business from the Clerk

Amend Regular meeting minutes from 08/26/2020

The approved minutes erroneously stated that the appointment of Scott Sanford as terminating in 2021. The clerk's recommendation was to remove the sentence from the minutes which are in error.

Motion/Second to remove the sentence stating the term of Scott Sanford to the vacant seat, from the approved Regular Meeting Minutes of August 26, 2020 by: Alfords/Leslie. Approved by all attending supervisors. None opposed. Motion Prevailed.

Clerk will make the revision and present it to the Board at the next regular meeting.

Parks Fund request

Clerk Kimberly-Maas informed the Board the Town's request for reimbursement for improvements made to the Township's Lions Park, were approved by Sherburne County Board of Commissioners. The full amount requested - \$9,711.71, was authorized to be reimbursed and had been received by the Town.

CARES Act Disbursements

Business Grants

Treasurer Warneke addressed the Board with updates on who is eligible and how grants can be made from the Town's portion of CARES Act funds to local businesses and non-profit organizations. He recommended using the City of Big Lake's plan and applications to match the funds that the City had dispensed to businesses in the Joint Taxing District. A single check will be issued to the City of Big Lake and the City would then facilitate getting the funds to the businesses. To do this the Town will need to enter into an Agreement with the City. Ken was waiting on the dollar amounts that would be contributed from the Town's CARES Act fund, but requested the Board authorize the use of this plan and process.

Motion second authorizing the use of the City of Big Lake's CARES Act Plan and application, including entering into an agreement with the City for this purpose. The execution of the agreement will occur when exact dollar amounts are known by: Leslie/Brenteson. Approved by Alfords, Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

BLFD Equipment Grant

Resolution RES 2020-15 CARES Act Fund Transfer was presented to allow for up to \$150,000 to be transferred to the City of Big Lake to reimburse the cost of purchasing additional turnout gear and radios for the BLFD.

Motion second adopting RES 2020-15 Authorizing the Transfer of up to \$150,000 in CARES Act Funds to the City of Big Lake for reimbursement of turnout gear and radio purchases for the Big Lake Fire Department, in response to COVID-19 by: Sanford/Alfords. Approved by Alfords, Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

Non-Profit Grants

Treasurer Warneke has also been looking it how to be able to help non-profits who serve township residents. He informed the Board that Livonia Township asked their lawyer, Troy Gilchrist, for help. The plan and application can be revised for Big Lake Township's use, if the Board wishes. More research will be done for presentation.

Office Technology Quotes

Deputy Clerk Swenson presented the Board a number of quotes for office equipment to allow staff to work virtually if necessary and make the phones hands free. The amount presented for the equipment was \$7,341.00. Discussion from the Board was to move forward with purchasing the necessary equipment to allow staff to work from their homes and making the phone systems allow for hands-free use.

Motion second authorizing staff to purchase electronic/office equipment to allow more hands-free use and ability to work off-site, not to exceed \$7341.00 by: Leslie/Sanford. Approved by Alfords, Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

An additional meeting to review quotes for Audio/visual equipment to enhance the ability for virtual meeting attendance by officials, staff and meeting presenters, continues. An additional meeting to review these quotes and the non-profit process was recommended by Treasurer Warneke.

Motion second to hold a Special Meeting to Discuss CARES Act Funding on Wednesday October 7, 2020 at 6PM, to take place at the Big Lake Township Town Hall by: Aubol/Brenteson. All supervisors in attendance approved. None opposed. Motion Prevailed.

Dog Vaccination Clinic Report

Deputy Clerk Swenson informed the Board the annual dog vaccination clinic went well. Attendees began receiving vaccines at 8AM and all were through the line by NOON. The number of attendees was not known, but she felt there were roughly the same number as 2019. Residents expressed their thanks for holding the annual event.

Business from the Board – Committee Reports/Updates

Supervisor Alford's updated the Board that the rebuild status of County Road 79 is nearing completion. He also noted the person(s) who had been placing equipment on a parcel in the Hildes Addition, had been informed a business was not allowed in the area. The equipment has been removed.

Supervisor Brenteson informed the Board that "Round 2" of the CMRP work was underway. Comments are being requested as to what the group should be addressing.

Roads

The Road Committee is planning to perform the Fall Road tour beginning on Wednesday October 7th. The tour will be conducted over a couple of days.

Jeff Rhodes has been working on filling cracks, mowing and trimming.

Supervisor Brenteson is working with snowplow vendors to discuss 2020-21 contracts. Updates will be made at the first meeting of October.

Treasurer's Report

Treasurer Warneke reviewed the Financial Statements and reported the Cash Balance of Government Funds (excluding the escrow funds) at \$1,479,632.20, Total Disbursements at \$1,878,274.37. Receipts at \$2,115,130.87. Escrow Funds at \$478,836.48 giving a Total Cash Balance of \$1,958,468.68. All budget variances are positive, and he has no concerns. Motion/Second to approve the Treasurer's report by: Alford's/Sanford. Approved by Alford's, Aubol, Brenteson, Leslie and Sanford. None opposed. Motion Prevailed.

Announcements:

In-Person Voting began 09/18/2020 and can be done at the Auditor/Treasurer's office in the Sherburne Government Center.

Household Hazardous Waste Collection Event to be held at the Sherburne County Fairgrounds on Friday 10/02 from 3PM-6PM

SCAT Meeting will be held on Wednesday, 09/30/2020 at 7PM. In-person attendance limited to 2 per township. Virtual attendance will also be available.

Adjournment:

Motion/Second to adjourn the Regular Meeting at 7:08 PM by: Leslie/Sanford. All Supervisors present approved. None opposed. Motion Prevailed.

Respectfully Submitted,

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

Accepted this 14th day of October 2020 by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chairman

Attest: _____
Brenda Kimberly-Maas, Town Clerk