



Vacation Public Hearing – Portion of 211th Ave. NW
Regular Board & Reorganizational Meeting
Wednesday January 13, 2021 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday January 13, 2021 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. Vice-Chair Dean Brenteson, Supervisor Larry Alford, Supervisor Norm Leslie, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Sherburne County Sergeant Luke McLain, and three audience members were in attendance.

Oath Of Office

Clerk Brenda Kimberly-Maas issued Chair Bruce Aubol, his Oath of Office to the position of Township Supervisor, a four-year term.

Approval of Meeting Agenda

An addition to the Agenda was made to hear the Sheriff Department Report. Motion/Second to accept the Amended Agenda by: Hedstrom/Alford. All Present Supervisors Approved. Motion Prevailed. The meeting proceeded in accordance with the amended Agenda.

Public Hearing – Vacation of a portion of 211th Ave. NW

Public Hearing was opened at 6:04 PM

Clerk Kimberly-Maas presented to the Board Affidavits of Personal Delivery made to Louisa Tallman 16080 – 211th Ave. NW, Elk River, MN 55330 and Delores Miller – 16055 211th Ave. NW, Elk River, MN 55330, the Affidavit of Posting, and Affidavit of Publication.

No Public was present to make comment.

The area of proposed easement to be vacated, is adjacent to CSAH 15, which had been truncated and bituminous removed, by Sherburne County when the county road was rebuilt. The formal vacation process of the easement had been overlooked at that time. The Board will retain utility easement on the south side of 211th Ave.

Motion/Second to adopt Resolution 2020-01 Vacating Town Road by Alford/Leslie. Approved by: Alford, Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Carried.

Motion/Second to Adopt the Order Vacating Town Road and award damages in the amount of \$0.00 by Leslie/Brenteson. Approved by: Alford, Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Carried

Public Hearing Closed at 6:05 PM

Approval of Consent Agenda

The Consent Agenda consists of: A) Approval of Minutes; Regular meeting of 12/09 /2020. B) Ratify December 2020 Claims and Payroll paid after 12/09/2020. C) Approve List of Claims & Payroll paid 01/13/2021, D) Adopt Resolution 2021-02 Approving Cargill Silo Variance (per recommendation at Joint Powers Meeting held prior to Regular Board Meeting at City of Big Lake – Council Chambers). Motion/Second to Approve Consent Agenda by: Hedstrom/Brenteson. Approved by: Alford, Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

Sherriff's Report

Sherburne County Sergeant Luke McLain reported to the Board 142 calls of service, for the month of December. Full report is included as part of the minutes.

Open Forum

NONE

Regular Business

CUP Application – Scott Lillestrand

Scott Lillestrand was present to discuss his CUP application for a personal storage structure prior to construction of his primary residence, on his 20 acre parcel. The parcel is located on 211th Ave. Scott explained that he will be building his primary residence spring of 2021 and has the primary residence location cleared and ready to break ground. He has already constructed the driveway he will share with his neighbor, who was present and had no concerns with the storage building being erected before the residence. The Board made recommendation to approve the CUP Application when all other County P&Z requirements are met.

IUP Application – All T Trux & Tractors, Tony Roback

Tony Roback was present to request an IUP for the operation of a truck and tractor repair, restoration and sales company to be located 19640 – 200th Ave. NW, Big Lake MN 55309 (Spanky's Corner). The business would be housed in the area of the building where Peterson's garage operated. The Board felt the business ideally fit the building. The Board made recommendation to approve the IUP Application, so long as all County P&Z requirements are met.

Bailey Cemetery Business

The Bailey Station Cemetery Board made recommendation to the Board to appoint Bonnie Fortener to the Cemetery Board. Motion/Second to appoint Bonnie Fortener to Bailey Station Cemetery Board by Hedstrom/Brenteson. All present Supervisors approved. Motion Prevailed.

Motion/Second to adopt Bailey Cemetery Minutes from April 30, 2019 by: Brenteson/Alfords. All present Supervisors approved. Motion Prevailed.

Motion/Second to adopt Bailey Station Cemetery Minutes from July 23, 2020 by: Leslie/Hedstrom. All present Supervisors approved. Motion Prevailed.

Treasurer Ken Warneke noted the cost to open and close gravesites, has increased the last few years. However, the cemetery fee schedule to perform this function, has remained stagnant. It is his recommendation the fee schedule be changed to reflect the increases in opening and closing graves. His recommendation is to increase Regular Lot Preparation – any time of the year from \$650 to \$750, regardless of where the deceased resided; increase the cost of Internment of Urn Lots from \$300 to \$400, for non-Big Lake Township residents; increase the cost to Open/Close Graves from \$250 to \$400 during the months of May – October, regardless of where the deceased resided; and increase the cost to Open/Close Graves from \$350 to \$500 during the months of November – April, regardless of where the deceased resided. Ken noted the cemetery has remained self-sufficient to date by selling lots, but the fund could easily lose money, should a number of burials occur. The Town currently does not levy for the cemetery and past Boards have contended the cemetery should be self-sustaining. For that reason, he felt the increases are warranted.

Motion/Second to adopt cemetery Bailey Station Cemetery fee increases as recommended by Treasurer Warneke by: Alfords/Aubol. All present Supervisors approved. Motion Prevailed.

Adopted Bailey Station Fees Schedule presented is retained, as part of the Official Minutes, which are available in the Clerk's Office.

Bailey Cemetery Board is looking for additional members to serve. Supervisor Leslie recommended Town Board Supervisors should consider having Parks Committee members sit as

Cemetery Board members, as well as assist with work and projects at the cemetery. Supervisor Leslie also recommended there be a meeting scheduled with parks committee and cemetery board members to discuss various items cemetery items. Clerk Kimberly-Maas will contact Laura Hayes, Chair of Bailey Station Cemetery Board to coordinate a meeting.

Petition for Establishment of Cartway

Clerk Kimberly-Maas presented the Board a petition for the establishment of a cartway to a landlocked parcel. The petitioners are requesting this cartway to their 40 acre parcel, after a verbal agreement to pass through an adjacent parcel, had been retracted by the landowner. The petitioners have contacted legal counsel to represent them and she has been unable to resolve the issue through civil means, ie. recorded easement. The petitioner's lawyer has drafted documents for the cartway process and sent them to the Clerk's office. Brenda is requested authorization to contact the Town's counsel, Peter Tiede, for his guidance on this matter. The Board agreed that Peter Tiede will need to be involved and authorized Brenda to reach out to him for assistance.

Request for Donation

The Sherburne County History Center is running a campaign for donations to be used in electronic marketing of the center. The Board discussed the request and determined not to make a contribution to this specific campaign.

Benefica HRA Program

Clerk Kimberly-Maas presented the Benefica HRA Program to the Board, for consideration. She explained that the program is NOT a health insurance coverage, rather a Heath Reimbursement Account. The way it works is the Township contributes funds into an enrolled employee's Benefica account and staff submits health insurance premiums, deductibles, copays for reimbursement from their account. The Board sets the parameters of the plan and it is administered by Benefica. The cost to enroll into the program is \$500 and administration fees of \$5.50 per month per enrollee. Previously, the finance committee discussed offering some sort of health benefit package to appointed staff, but there hadn't been a need by employees and there weren't any "staff only" plans available. However; a staff member recently experienced a life change and needs to supply their own coverage. This prompted the investigation of ways the Town could offer some sort of health benefit. Clerk Kimberly-Maas explained the program(s) to the Board. Additional information and clarification on a few items, was requested by the Board. Clerk Kimberly-Maas will gather the information requested. The personnel committee will meet prior to the next Board meeting and make recommendation to the Board at the January 27, 2021 meeting.

Roads

Engineer Wes Davis refined his estimates for 2021 overlay projects. The Road Committee recommended the projects be let for bids. Supervisor Alfords noted that amount of work that will be completed in 2021 will depend on bids received. The Board authorized 2021 Overlay Projects be let for bids.

Treasurer's Report

Treasurer Warneke reviewed the Treasurer's Report and Financial Statements with the Board. The town treasury ending balance (less escrows) as of December 31, 2020 was \$1,716,093.07 (\$483,256.74 INCREASE in CASH) Motion/Second to approve the Treasurer's report by: Leslie/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hedstrom and Leslie. None opposed.

Motion Prevailed.

Financial Reports are retained as part of the Official Minutes, which are available in the Clerk's Office.

Treasurer Warneke informed the Board he will have the 2021 budget ready for review and

possible adoption, at the January 27, 2021 meeting.

Business from the Board – Committee Reports/Updates

Supervisor Leslie reported he is working to obtain quotes for the removal of two cottonwood trees. One is over 20” in diameter and has been damaged by beaver. It is near the ROW of CSAH, but is leaning away from the county road. If it falls it will land on one of the walking paths. Leslie will update the Board at the 01/27/2021 meeting.

Annual Reorganizational Meeting

Election of Chairman of the Board & Vice-Chairman of the Board

Supervisor Leslie nominated Chairman Aubol to remain Board Chair. Chair Aubol accepted the nomination. Motion to close nominations and re-elect Chair Aubol as Chairman for the Town Board by: Alfords. All Supervisors present approved. Motion Prevailed.

Chair Aubol nominated Vice-Chair Brenteson to remain seated as Vice-Chair. Vice-Chair Brenteson accepted the nomination. Motion to close nominations and re-elect Chair Aubol as Chairman for the Town Board by: Leslie. All Supervisors present approved. Motion Prevailed.

Appointment of Clerk and Treasurer

Chair Aubol called to appoint Kenneth Warneke to the position of Town Treasurer and Brenda Kimberly-Maas to the position of Town Clerk. Seconded by Alfords. All Supervisors present approved. Motion Prevailed.

Set the hourly wage for the Treasurer, Clerk, Supervisors

Matter Tabled until January 27, 2021 meeting to allow for the Finance Committee to meet and make recommendation. NOTE: The Deputy Clerk’s wage will be set by Clerk Kimberly-Maas.

Motion/Second to maintain the Supervisor hourly rate at its current rate of \$25 per hour by: Alfords/Brenteson. All Supervisors present approved. Motion Prevailed.

Set the Meeting Rate for Board, Treasurer, Clerk & Deputy Clerk

Motion/Second to maintain the meeting rate for Board, Treasurer, Clerk & Deputy Clerk at its current rate of \$100 per meeting by: Leslie/Brenteson. All Supervisors present approved. Motion Prevailed.

Establish Monthly Board Meeting Dates/Time/Location and Legal Holiday Observation

Motion/Second to adopt meeting dates, times and location as well as Clerk’s office closures and legal holiday observation schedule as presented by: Alfords/Brenteson. All Supervisors present approved. Motion Prevailed.

Adopted 2021 Calendar is retained, as part of the Official Minutes, which are available in the Clerk’s Office..

Ratification of the following items:

- Depository(ies) of Town Funds – Old National Bank (formerly Klein Bank), First Bank of Elk River, Sherburne State Bank, US Bank, PMA/4M Fund (League of Minnesota Cities).
- Authorize Treasurer to make Electronic Fund Transfers (EFTs) – PERA Contributions, Payroll withholdings, tax deposits, and between Town banking institutions.
- Authorize Clerk to make Electronic Fund Transfers (EFTs) – PERA Contributions, Payroll withholdings, tax deposits, and between Town banking institutions.
- Authorize Officers (Chair, Vice-Chair), Treasurer and Clerk to open banking accounts.
- Authorize Chair, Vice-Chair, Clerk and Treasurer as authorized signors on Town banking accounts.

- Establish Legal Posting Area for Town Notices – outdoor bulletin board, vestibule, and inside board room at Town Hall.
- Establish Official Newspaper for Legal & Public Notices – Elk River Star News and Patriot News
- Confirm Federal Milage reimbursement - 56¢/mile traveled for Town Business.
- Legal Counsel – Tiede and Grabowski, PLLP or specialty as required.

Motion/Second ratifying above items: Brenteson/Alfords. All Supervisors present approved. Motion Prevailed.

Set 2021 Gopher Bounty

Sherburne County will maintain its \$1.00 reimbursement to the Town for bounties paid out to trappers. Motion/Second to maintain the Town's payable gopher bounty at \$2.00 per pair of front feet by: Hedstrom/Leslie. All Supervisors present approved. Motion Prevailed.

Review Town General Fee Schedule

Tabled until Committee meets.

Resolutions Authorizing Contract with Interested Officers Under MS § 471.88 Subd. 5

- Motion/Second to adopt Resolutions 2021-03 Authorizing Contract with Interested Officers – Larry Alfords by: Hedstrom/Leslie. Approved by: Aubol, Brenteson, Hedstrom, Leslie. Alfords Abstained. Motion Prevailed.
- Motion/Second to adopt Resolutions 2021-04 Authorizing Contract with Interested Officers – Bruce Aubol by: Hedstrom/Brenteson. Approved by: Alfords, Brenteson, Hedstrom, Leslie. Aubol Abstained. Motion Prevailed.
- Motion/Second to adopt Resolutions 2021-05 Authorizing Contract with Interested Officers – Dean Brenteson by: Leslie/Alfords. Approved by: Alfords, Aubol, Hedstrom, Leslie. Brenteson Abstained. Motion Prevailed.
- Motion/Second to adopt Resolutions 2021-06 Authorizing Contract with Interested Officers – Mark Hedstrom by: Aubol/Brenteson. Approved by: Alfords, Aubol, Brenteson, Leslie. Hedstrom Abstained. Motion Prevailed.
- Motion/Second to adopt Resolutions 2021-07 Authorizing Contract with Interested Officers – Norm Leslie by: Hedstrom/Alfords. Approved by: Alfords, Aubol, Brenteson, Hedstrom. Leslie Abstained. Motion Prevailed.

Appointment of Supervisors to Committees

Board members discussed current appointments to the various committees within the township and others where the township has representation.

The agreed upon 2021 Committee List is retained as part of the Official Minutes, which are available in the Clerk's Office..

Last Call For Business for the Reorganizational Meeting

No further business brought forth.

Announcements

Clerk's office closed Monday January 18, 2018 – Martin Luther King, Jr. day Federal Holiday.

Annual Joint Community Meeting (third Thursday of January) - Thurs. January 21, 2021 6:00 PM in the Liberty Elementary cafeteria.

Adjournment:

Motion/Second to adjourn the Vacation Public Hearing – Portion of 211th Ave. NW Regular Board & Reorganizational Regular Meeting at 7:43PM by: Leslie/Alfords. All Supervisors present approved. Motion Prevailed.

Respectfully Submitted,

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

Accepted this 27th day of January 2021, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk