



Regular Board Meeting
Wednesday February 24, 2021 6:00 PM

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday February 24, 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 Alfords, Supervisor Norm Leslie, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Fire Chief Seth Hansen, one audience guest, and news reporter were in attendance.

Approval of Meeting Agenda

Chair Aubol requested the addition of item "B" to be added to Clerk Business, for the purpose of discussing allowing for audio of meetings to be placed online.

Motion/Second to accept the Amended Agenda by: Hedstrom/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. Motion Prevailed. The meeting proceeded in accordance with the Amended Agenda.

Approval of Consent Agenda

The Consent Agenda consisted of: A) Approval of Minutes; Regular meeting 02/10/2021. B) Approve List of Claims & Payroll paid 02/24/2021. Motion/Second to Approve Consent Agenda by: Leslie/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

Big Lake Fire Department Report

Chief Seth Hansen reported 30 total calls for service in January 2021: City of Big Lake had 19, Big Lake Township had eight (8), and three (3) in Orrock Township. Of those calls there were three (3) fires, three (3) hazardous condition, four (4) medical assists, and one (1) motor vehicle accident. The members participated in online training for blood borne pathogens and in-person training on cold weather rescue, utilizing the UTV and snowmobile. A live burn training exercise will be held where crew members will train on search and rescue, as well as forcible entry. A vacant township home will be utilized for this training. The extraction unit purchased through Orrock township CARES funds, has been delivered to the station. Installation will be done in the near future. Cameras have been added to the turnout-equipment room to help with timing of units leaving the station with as many members as possible on each vehicle.

Open Forum

NONE

Regular Business

Board of Audit

Treasurer Ken Warneke explained the Board of Audit is the internal auditing of the Town's previous years financial information. He explained that claims are reviewed by the clerk and entered into the clerk's copy of CTAS. The claims are also reviewed by the treasurer, prior to presentation to the Board for approval. Board approved claims are paid at each town meeting. Once paid, the disbursements are entered into another CTAS system, the treasurer's copy. This function is performed by the deputy clerk. All receipts are handled in the same manner. The Board reviews all receipts at each meeting and also reviews and approves the bank reconciliation at the town's first meeting each month. Ken noted the Board of Audit is most useful for smaller townships, as they are not statutorily required to have an external audit performed. Big Lake Township is subject to an audit by an external firm, due its population and levy size. Ken offered the Board to pull individual claims and receipts for inspection, should the Board desire. Board members declined reviewing individual claims or receipts, as they review all of the information on a monthly basis, and the external audit is also performed.

Virtual Meeting Access

Chair Aubol asked if there was an interest in providing electronic access to the board meetings. Supervisor Hedstrom stated he had implemented this at the School Board. He noted that if someone didn't want to come to the town hall to attend regular meetings, the person could watch and listen, from home. Supervisor Alford's noted he encountered background noise issues and problems hearing some of the dialogue when he attended via virtual means and the system in place needs to be further evaluated or enhanced to deliver a quality experience. He suggested others remotely attend a meeting to get a good idea of the current capabilities. Supervisor Brenteson agreed the product provided needs to be of good quality. Other considerations are if the meeting will be broadcast live or recorded and how or who would be charged with monitoring a live broadcast for issues, what additional equipment might be needed, if the virtual meetings will be allowed to be attended by anyone on the web, if recorded meetings will be available – how long will they be available and is there a lot of interest in this from the town residents. Clerk Kimberly-Mass noted they hadn't received any contact from residents, looking for the ability to watch meetings from home. Supervisor Hedstrom stated a handful had inquired with him. The engineer from the firm that installed the current system is scheduled to be onsite within the next few weeks. Staff will work with him to get some of the concerns addressed or gather information on what will be needed to provide a quality experience. Supervisor Hedstrom and resident Eric Rosa offered their help, if needed.

Roads

2021 Midco Expansion project

Clerk Kimberly-Maas informed the Board of Midco's plan to further expand services to town residents. The scope of the project is much larger than the 2020 project. She reminded the Board they had required a \$5000.00 escrow for the 2020 project, in the event the Town needed to repair any roads or ROWs due to the Midco work and inquired if the Board wanted to require the same amount for the 2021 project or increase the escrow required to be deposited. Supervisor Brenteson suggested a total escrow of \$10,000.00 be deposited with the Town for the 2021 expansion project. He also suggested the current \$5000.00 remain in deposit and an additional \$5000.00 be deposited, for a total of \$10,000.00 in escrow. Motion/Second to hold Midco's current \$5000.00 in escrow and require an additional \$5000.00 be deposited with the Town, for a total of \$10,000.00 in escrow to cover any unrepaired damages, done during Midco's 2021 expansion by: Brenteson/Hedstrom. Approved by: Alford's, Aubol, Brenteson,

Hedstrom, and Leslie. None Opposed. Motion Prevailed.

2021 Overlay Projects

Ken Warneke informed the Board the calls for 2021 overlay bids will be opened and ready for Board discussion at the March 24, 2021 meeting.

Business from the Board – Committee Reports/Updates

Supervisor Brenteson informed the Board the CMRP group was looking for feedback from community members on the Framework 2030 initiative. A meeting with township and city of Big Lake members will be scheduled during the first couple of weeks in March, to give feedback on the initiative. Deputy Clerk Jayme noted the link to the survey is on the Town’s website.

Supervisor Aubol reported to the Board that Sherburne County Planning & Zoning had reviewed a personal storage building CUP request for Big Lake Township, current inventory for residential lots is dwindling in the County and developers are platting land, in response to the need.

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 February 28, 2021 was \$1,588,879.30 *Financial Reports are retained as part of the official Minutes and available in the Clerk’s Office.* Motion/Second to approve the Treasurer’s report by: Alfords/Brenteson. Approved by: Aubol, Alfords, Brenteson, Hedstrom and Leslie. None opposed. Motion Prevailed.

Ken informed the Board the Town received the gas tax. The amount received was \$3,000 - \$4,000 less than 2020. The calculation of this is done using the population and miles of roads in the township.

Announcement:

Sherburne County Association of Townships will meet on Wednesday March 3rd, at 6:00PM. The meeting will be held in the County Board room and one person will be allowed to attend in person. Chair Aubol will attend the meeting in person, on behalf of the Board.

Town Annual meeting will be held on Tuesday March 9, 2021 beginning at 6:00pm at the town hall.

Adjournment:

Motion/Second to adjourn the Regular Meeting at 7:25 PM by: Leslie/Hedstrom. All Supervisors present approved. Motion Prevailed.

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

Accepted this 10th day of March 2021, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk