



Regular Board Meeting  
Wednesday October 27, 2021 6:00 PM

The Town of Big Lake Board of Supervisors met in regular session, at 6:02 PM, on Wednesday September 22, 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. In attendance were Supervisor Larry Alfords, Supervisor Norm Leslie, Supervisor Mark Hedstrom were in attendance. Vice-Chair Dean Brenteson was absent. Staff members present were Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas and Deputy Clerk Jayme Swenson. Sergeant Luke McLean, Fire Chief Seth Hansen, guests, one guest, and newspaper reporter were in attendance.

### **Approval of Meeting Agenda**

Clerk Kimberly-Maas requested an addition of item 8E under Business from the Clerk, to discuss sending a newsletter to town residents.

Motion/Second to add item 8E under Business from the Clerk and approve the amended Agenda by: Hedstrom/Leslie. Approved by: Alfords, Aubol, Hedstrom, and Leslie. Motion Prevailed. The meeting proceeded in accordance with amended Agenda.

### **Approval of Consent Agenda**

The Consent Agenda consisted of: Approval of Minutes: A) Regular Monthly Board 10/13/2021. B) Approval of Claims & Payroll paid 10/27/202. C) Authorize Staff to Pay Normal Expenses due on 11/24/2021 and 12/22/2021. D) Ratify Snow/Ice Removal Agreement (letter) with City of Elk River. E) Adopt Resolution 2021-17 – Snow/Ice Removal Agreement with City of Big Lake. F) Adopt Resolution 2021-18 – Declaring 2022 Polling Locations. G) Adopt Resolution 2021-20 – Adopting County Zoning Ordinance & Subdivision Ordinance Amendments. H) Call for Joint Community Meeting –Thursday 01/20/2022 at 6:00PM, City Hall Council Chambers. Motion/Second to Approve Consent Agenda by: Hedstrom/Alfords. Approved by: Alfords, Aubol, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

### **Sheriff's Department Report**

Sergeant Luke McLean presented the incident report for the month of September to the Board. There was a significant increase of calls for service in 2021 compared to the same time-period, in 2020. Sgt. McLean reminded everyone that deer are moving a lot this time of year and to be watching for them especially during the early morning and sunset timeframes. There have been a number of dumping complaints recently and advised to call on suspicious vehicles. Clerk Kimberly-Maas asked for clarification on where ATVs are allowed to ride if they have a permit from the City of Big Lake and where they are allowed to ride in the township. The city's permit grants driving on city streets only. Drivers of ATVs and UTVs need to know the rules with respect to the class of vehicle own and where they are allowed to be driven. The

DNR handbook has this information.

### **Big Lake Fire Department Report**

Chief Seth Hansen reported 38 total calls for service in September 2021: Eighteen (18) in the City of Big Lake, eight (8) in Big Lake Township, one (1) in Orrock Township, two (2) mutual aid calls, and nine (9) calls where only department officers responded. The Department responded to two (2) fires. Five (5) hazardous conditions, two (2) medical assists, and four (4) motor vehicle accidents were also included in the responses. The members participated in online training learning about cancer in firefighters. Hands-on training included open water training and boater safety. The department held its annual open house early in October and it was another huge success. More details will be presented at an upcoming meeting.

### **Open Forum**

*None brought forth.*

### **Regular Business**

#### **Accept County Attorney Prosecution Agreement**

The clerk presented an agreement between the Town and Sherburne County Attorney's office to allow for the prosecution of citations given for town ordinances. The agreement will formalize the service which the County Attorney's office has been performing for the town.

Motion/Second to accept and enter into County Attorney Prosecution Agreement by: Leslie/Alfords. Approved by: Alfords, Aubol, Hedstrom, and Leslie. Motion Prevailed.

#### **Resolution 2021-19 – Repealing Resolution 2020-07 Town Corona Virus Emergency Declaration Response**

The clerk informed the Board presented a resolution to repeal Resolution 2020-07. She noted the peacetime emergency declaration was ended in Minnesota on July 1, 2021. Resolution 2020-07 was adopted to ensure normal business of the town would continue during the declaration, including the ability for the board to meet through virtual technology. She informed the Board that it is still possible to allow for board members to attend via virtual technology, provided certain statutes are followed.

Motion/second to adopt Resolution 2021-19 Repealing Resolution 2020-07 Town Corona Virus Emergency Declaration Response by: Leslie/Brenteson. Approved by: Alfords, Aubol, Hedstrom, and Leslie. None opposed. Motion prevailed.

#### **Representation on County Planning Advisory Board**

Sherburne County Planning and Zoning department informed staff that the term for current representation terminates at the end of 2021. The department was requesting the Town Board make recommendation to the County Board, for township representation. Bruce Aubol is the primary representative and Mark Hedstrom is the alternate. Supervisor Leslie nominated Supervisors Bruce Aubol as primary representative and Mark Hedstrom as alternate. Both men agreed to continue in these roles.

Motion/second to recommending Bruce Aubol to serve as main and Mark Hedstrom as the alternate town representatives, on the County Planning Advisory Board by: Leslie/Alfords. Approved by: Alfords, Aubol, Hedstrom, and Leslie. None opposed. Motion prevailed.

#### **QSEHRA HRA Plan Renewal**

The clerk informed the Board if they wanted to make any changes to the QSEHRA

benefit plan, it would need to be done at this meeting. Open enrollment for staff begins on November 1 and continues through November 15. Currently only staff is eligible for this benefit. Part-time staff is eligible for up to \$,2625 in reimbursable claims and full-time staff is eligible for up to \$5,250 annually. Board members asked if there was a need for an increase in the allowed amount. Staff informed the Board that the coverage was adequate for their needs and thanked them for the benefit.

Motion/Second to continue to offer QSEHRA HRA benefit to staff allowing reimbursement of eligible claims in the amount of \$2,625 for part-time staff and \$5,250 for full time employees by: Hedstrom/Brenteson. Approved by: Alfords, Aubol, Hedstrom, and Leslie. Motion Prevailed.

### 2021 Autumn/Winter Newsletter

The clerk presented a newsletter to the Board for approval to have printed and mailed to town residents. The newsletter contains information about snow removal activity, the revised mailbox ordinance and other bits of information about the township. She recommends the newsletter be printed on 80# gloss paper. The cost to print the newsletter on that paper will be \$1,487.14 and postage will be roughly \$650 – a estimated total of \$2,140.

Motion/second approving the presented newsletter and having it printed on 80# gloss paper, to be sent to township residents by: Leslie/Brenteson. Approved by: Alfords, Aubol, Hedstrom, and Leslie. None opposed. Motion prevailed.

### Roads

The clerk presented Resolution 2021-121 – Accepting Roads for Maintenance – Knick Knack Knoll Second Addition. The clerk explained the town has obtained easements for 183<sup>rd</sup> St., 181<sup>st</sup> St. and 180<sup>th</sup> St. in Knick Knack Knoll – Second addition. Improvements have been made to the easements and it is recommended the roads be accepted for maintenance.

Motion/second to adopt Resolution 2021-21 – Accepting Roads for Maintenance – Knick Knack Knoll – Second Addition by: Aubol/Alfords. Approved by: Alfords, Aubol, Hedstrom, and Leslie. None opposed. Motion prevailed.

This resolution will be recorded.

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

Supervisor Leslie reported the final produce distribution of 2021 was held on October 18<sup>th</sup> and went very well. Norm and Donny Kampa are busy getting the park ready for the upcoming winter months. Post have been installed along the park trails for the new trail signs. The signs are still in the works, at the county's sign shop. Norm attended the Grand Opening of the County's Bridgeview Park. Norm enjoyed the park and the visit he had with Mrs. Hoglund. She and her husband donated the land for the park.

Supervisor Hedstrom also attended Bridgeview Park's Grand Opening and is excited to return with his family to hike the trails.

Supervisor Aubol attended the Planning & Zoning Meeting Board of Adjustment meeting. He reported the World on Wheels IUP was approved. However only one of the variances for which Tony Rusher applied so the planned house will not be able to be relocated on parcels 10-401-1555 & 10-401-1560.

### Treasurer's Report

Treasurer Warneke reviewed the Treasurer's Report and Financial Statements with the Board. The town treasury ending balance (less escrows) was \$ 1,931,783.93. The total

balance of the escrow funds was \$ 430,942.50 – after reimbursement of MIDCO's ROW escrow. Total Treasury as of 10/26/2021 equaled \$2,362,726.43. *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: Hedstrom/Alfords. Approved by: Aubol, Alfords, Hedstrom and Leslie. None opposed. Motion Prevailed.

**Announcements:**

- ~ Only one Regular Board meeting in November and December (11/10/2021 and 12/08/2021 ).
- ~ County Road 81 construction – CR81 closed just east of 206<sup>th</sup> St. NW thru May 2022 (CR 73 is detour route).
- ~ Congratulations to Lynn Wayteshek named new Planning and Zoning Director for Sherburne County!

**Adjournment:**

Motion/Second to adjourn the Regular Meeting at 6:43 PM by: Leslie/Hedstrom. All Supervisors present approved. Motion Prevailed.

Respectfully Submitted,

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

Accepted this 10<sup>th</sup> day of November 2021, by the Town of Big Lake Board of Supervisors.

\_\_\_\_\_  
Bruce Aubol, Board Chair

Attest: \_\_\_\_\_  
Brenda Kimberly-Maas, Town Clerk