



Regular Board & Reorganizational Meeting
Wednesday January 12, 2022 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday January 12, 2022, 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 Norm Leslie, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Sherburne County Sergeant Luke McLean were in attendance.

Approval of Meeting Agenda

Motion/Second to accept the presented agenda by: Leslie/Brenteson. All Present Supervisors Approved. Motion Prevailed. The meeting proceeded in accordance with the presented agenda.

Approval of Consent Agenda

The Consent Agenda consists of: A) Approval of Minutes; Regular meeting of 12/08/2021. B) ratify claims and payroll paid between 12/08/2020 meeting and 01/12/2022 and approve List of Claims & Payroll presented for payment on 01/12/2022 C) Approve Options 2022 weekly townhall cleaning contract D) Adopt Resolution 2021-01 Resolution to Adopt Amendments to the Big Lake Township Zoning Ordinances E) Call for Local Board of Appeal and Equalization meeting on Thursday April 7, 2022 commencing at 9:00AM, at Big Lake townhall. Motion/Second to Approve Consent Agenda by: Brenteson/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

Sherriff's Report

Sherburne County Sergeant Luke McLean reported to the Board 204 calls of service, for the month of December. The department saw an uptick in snow related accidents and medical calls. Sgt. McLean informed the board that any snowmobile related calls can be forwarded to the department. Full report is included as part of the minutes.

Open Forum

NONE

Regular Business

License Agreement SSTS Pipe under 156th St. NW

Clerk presented a License Agreement to allow a subsurface septic system to place a line under 156th St. NW between parcels 10-102-3423 and 10-102-3424. The license agreement includes language stating both parcels must be conveyed together. The agreement was prepared by town attorney, Peter Tiede.

Motion/second to approve license agreement for subsurface sewer line under town road 156th St. NW by: Hedstrom/Brenteson. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion prevailed.

Future Broadband Expansion

Clerk presented information on current broadband service and planned expansion within the township. The information was obtained through Dan Weber, Assistant County Administrator. The eastern side of the township remains under or unserved. Midco is looking to expand their coverage within the township in 2023 - 2024. The board formed an ad-hoc committee to work with Dan Weber to learn more information on the under and unserved areas and if other companies are planning to expand in the area, sooner than 2023. Members named to the ad-hoc broadband committee are Bruce Aubol, Dean Brenteson, and Ken Warneke. Clerk will email Dan to get any additional information. A future meeting with the broadband committee and Dan may be scheduled.

Business from the Board – Committee Reports/Updates

Supervisor Leslie reported the Parks Committee obtained three quotes for the removal of buckthorn in the park. The committee recommends the project be done. Cost of the project is roughly \$25,000 and will need to be included in the 2022 park budget. Norm is waiting on a quote to install a more stable surface for the park's trails. This will allow easier travel for bicycles and strollers. The project cost should be eligible for reimbursement from the Park Funds, held by Sherburne County. The Eagle Scout who is planning to install a pollinator garden, has submitted his paperwork to the Scout committee. More information should be forthcoming. Norm inquired if the board had considered the future of the Knick Knack Knoll lot that is jointly owned by the town and city. He felt selling of the lot should be discussed with city representatives. The lot has an irrigation well on it, which would need to be addressed. Ken Warneke suggested the lot be sold "as is" and the purchaser could decide whether or not they wish to utilize the well. All members agreed a discussion with the city is in order. Norm will schedule a meeting between himself, City Administrator, Clay Wilfahrt and City Finance Director, Deb Wegeleben.

Supervisor Hedstrom reported the personnel committee met. Part of the discussion included any needs or desires which would assist staff. Notably a new multi-function printer is needed. Mark also inquired if the board had considered town business specific, email addresses. This would eliminate personal email addresses from being clogged with town business. Brenda noted additional email licenses can be purchased through Office365. Staff will find out the cost of licenses. Supervisor Leslie stated he has no need for a town specific email address.

During the personnel meeting, Treasurer Warneke informed Mark and Norm that the federal government made regulatory changes as to how the ARP funding can be spent by townships. If a loss of revenue occurred in 2021, due to the SARS-CoV 19 pandemic, townships can spend up to \$10 million dollars of ARP funds, for general government purposes. He noted that the town could use the money for in-house expenses as well as infra-structure (broadband and roads). Staff was instructed to prioritize a list of additional needs and desires for the townhall and obtain quotes for those items. Items discussed were painting the interior of the building, adding some security items, technology enhancements, replacing doors with rusted frames, and the glass banquet room door.

Bruce Aubol informed the board that the fire board met and discussed the need for additional help with departmental administrative tasks. Hedstrom noted the chief officers spend quite a number of hours taking care of these tasks, beyond what the monthly stipend would cover, based on the approved stipend duty hours. And have been submitting additional hours for compensation. The fire department's personnel committee will schedule another meeting to discuss options to alleviate some of the burden. Supervisor Brenteson suggested the personnel committee may also want discuss creative methods to ensure the department maintains appropriate membership.

Bruce noted the County Planning and Zoning department has been slow, but another solar garden application has been made for the west side of the county. He will be attending a planning commission meeting, on January 20th. Dean Brenteson will make the town's presentation during the Joint Community Meeting, which will be held at the same time as the zoning commission meeting.

Roads

Supervisor Brenteson reported the roads are in overall good condition. The use of loaders for snow removal, seems to be working well, as there have been fewer complaint calls to the office. It was also noted that the timing of snow and freezing rain events is much different than past seasons, which has also helped. However, the cost for removal per 1" of snow is increased, due to the smaller accumulations per event.

Ken is working on 2022 road maintenance projects. The ability to use ARP funding will help to "catch up" on some of the road maintenance. He hopes to have the project list complete so advertisement for bids can be done in February. Dean commended Ken on his road project system. It serves the town's needs very well.

Treasurer's Report

Ken reviewed the Treasurer's Report and Financial Statements with the Board. Treasurer Warneke informed the board he continues to work on year end tasks. W-2s, 1099s, budgets and 2023 levy proposal. The balances reported include the first payment for the 209th Ave./County Road 79 exchange. The total amount paid for snow removal in 2021 was \$134,500, \$125,500 under the budgeted amount of \$260,000. The reports reflected a significant reduction from \$387,000 to \$139,000 in the Fire Capital fund. This is due to the town's 50% portion of prepayments for the new brush rig chassis and new engine. The town board and city council approved prepayment for the full cost of the engine during their respective November 10, 2021 meetings. This reduces the future obligations and he will likely recommend a 2023 levy to balance out this change.

The town treasury ending balance (less escrows) after payment of approved claims was \$2,127,817.05 (includes ARP funds) Motion/Second to approve the Treasurer's report by: Leslie/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom and Leslie. None opposed. Motion Prevalled.

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

Annual Reorganizational Meeting

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

Bruce Aubol was nominated to remain as Board Chair. Chair Aubol accepted the nomination. Motion/second to re-elect Bruce Aubol as Chairman of the Town Board by: Leslie/Brenteson. All Supervisors present approved. Motion Prevalled.

Dean Brenteson was nominated to remain seated as Vice-Chair. Vice-Chair Brenteson accepted the nomination. Motion/second to re-elect Dean Brenteson as Vice-Chair of the Town Board by: Hedstrom/Leslie. All Supervisors present approved. Motion Prevalled.

Appointment of Clerk and Treasurer

Leslie called to re-appoint Kenneth Warneke to the position of Town Treasurer. Seconded by Brenteson. All Supervisors present approved. Motion Prevalled.

Aubol called to re-appoint Brenda Kimberly-Maas to the position of Town Clerk. Seconded by Hedstrom. All Supervisors present approved. Motion Prevalled.

Set supervisor hourly pay rates

Supervisor Leslie suggested increasing the supervisor hourly rate to \$35. He noted that he also performs maintenance at the park and townhall and felt the increase is appropriate. Motion/Second to increase the supervisor hourly rate to \$35 per hour by: Aubol/Leslie. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevalled.

Set the meeting rate for Board and staff

Chair Aubol opened discussion on what constitutes a meeting and how meetings should be considered, for payment. Discussion on the types of meetings included SCAT meetings, town committee meetings, other agency committee meetings, and town & city joint powers meetings. It was noted that the length of time taken to prepare for, and attend varies. Ken stated that one past practice was to have a daily per diem, for all meetings occurring on the same day. After further discussion, the board determined that joint powers board meetings held on the same day and just prior to scheduled town meetings shall be considered as one meeting. Any other meetings which occur on the same day can be billed as a separate meeting. Time to prepare for meetings shall also be considered part of the meeting rate.

Motion/Second to maintain the meeting rate for Board, Treasurer, Clerk & Deputy Clerk at its current rate of \$100 per meeting. Meeting prep time is considered part of the meeting rate. Joint powers board meetings held on the same day and just prior to scheduled town meetings shall be considered as one meeting. by: Hedstrom/Brenteson. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.

Set treasurer and clerk hourly rates

The personnel committee met the previous day and discussed the treasurer and clerk hourly rates. Their recommendation was to increase the treasure and clerk wages 2.5% in 2022.

Motion/Second to increase the treasure's hourly rate by 2.5% by: Brenteson/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.

Motion/Second to increase the clerk's hourly rate by 2.5% by: Brenteson/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.

Set deputy clerk hourly rates

Clerk Kimberly-Maas informed the Board she had contacted other townships within the county, to research what is being paid to their deputy clerks. She included township population, job description, fringe benefits and additional duties performed by Jayme, in her recommendation. Based on the information gathered, she recommends an increase of 5% in Jayme's wages to put her closer to the market rate.

Motion/Second to increase the deputy clerk's hourly rate by 5% by: Brenteson/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.

Set election judge hourly rates

Current hourly rates for poll judges is \$15/hr and \$17/hr for head judges. Brenda informed the board that in 2020 those rates were very competitive. She is unclear if an increase will be needed to secure election staff for the 2022 mid-term elections.

Motion/Second to set election poll judges hourly rate at \$15 per hour by: Aubol/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.

Motion/Second to set election head judges hourly rate at \$17 per hour by: Aubol/Brenteson. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.

Election judge hourly rates will be re-addressed if needed.

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: Aubol/Brenteson. All Supervisors present approved. Motion Prevailed.

Adopted 2022 Calendar is retained, as part of the Official Minutes, which are available in the Clerk's Office.

Ratification of the following items:

- Authorize Treasurer to make Electronic Fund Transfers (EFTs) PERA Contributions, Payroll withholdings, tax deposits, and transfer funds between Town banking institutions.

Motion/Second authorizing treasurer to make electronic fund transfers (EFTs) for payments and between town banking institutions by: Hedstrom/Brenteson. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.

- Authorize Clerk to make Electronic Fund Transfers (EFTs) – PERA Contributions, Payroll withholdings, tax deposits, and between Town banking institutions.
Motion/Second authorizing clerk to make electronic fund transfers (EFTs) for payments and between town banking institutions by: Hedstrom/Brenteson. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.
- Depository(ies) of Town Funds – Old National Bank, First Bank of Elk River, Sherburne State Bank, US Bank, PMA/4M Fund (League of Minnesota Cities).
Motion/Second ratifying town funds depositories Old National Bank, First Bank of Elk River, Sherburne State Bank, US Bank, PMA/4M Fund (League of Minnesota Cities) by: Brenteson/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.
- Establish Legal Posting Area for Town Notices – outdoor bulletin board, vestibule, and inside board room at Town Hall.
Motion/Second ratifying legal posting area as town outdoor bulletin board, vestibule, and inside board room at Town Hall by: Brenteson/Leslie. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.
- Establish Official Newspaper for Legal & Public Notices – Elk River Star News and Patriot News
Motion/Second establishing official newspapers as Elk River Star News and Patriot News by: Leslie/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.
- Confirm mileage reimbursement at current federal rate – mileage traveled for town or election business.
Motion/Second confirming mileage reimbursement at current federal rate, for travel done for town business or to handle election equipment and supplies by: Aubol/Leslie. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.

Legal Counsel

Peter Tiede – Geck, Duea, Olson, PLLC (GDO Law) and two other well-known township legal firms, were contacted for proposals. Couri & Ruppe submitted a proposal. Kennedy & Graven declined. Couri & Ruppe are very reputable firm and well-known in helping with annexation matters. Staff has a good relationship with Peter Tiede and would recommend the town retain his services. They also recommend utilizing other firms based on the needs of the township and other firm's specialties. There was little difference in the hourly rates of the firms, aside from paralegal services, which are infrequently needed.

Motion/Second to retain Peter Tiede, of GDO Law, as town's general legal counsel and allow hiring of other legal firms to represent the town based on the town's need and firm's expertise by: Leslie/Aubol. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.

Set 2022 Gopher Bounty

Motion/Second to maintain the Town's payable gopher bounty at \$2.00 per pair of front feet by: Aubol/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.

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

Motion/Second to adopt Resolutions 2022-02 Authorizing Contract with Interested Officers – Larry Alfords by: Hedstrom/Brenteson. Approved by: Aubol, Brenteson, Hedstrom, Leslie. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2022-03 Authorizing Contract with Interested Officers – Bruce Aubol by: Brenteson/Leslie. Approved by: Brenteson, Hedstrom, and Leslie. Aubol Abstained. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2022-04 Authorizing Contract with Interested Officers – Dean Brenteson by: Hedstrom/Leslie. Approved by: Aubol, Hedstrom, and Leslie. Brenteson Abstained. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2022-05 Authorizing Contract with Interested Officers – Mark Hedstrom by: Leslie/Brenteson. Approved by: Aubol, Brenteson, and Leslie. Hedstrom Abstained. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2022-06 Authorizing Contract with Interested Officers – Norm Leslie by: Brenteson/Hedstrom. Approved by: Approved by: Aubol, Brenteson, and Hedstrom. Leslie Abstained. Motion Prevailed.

Review Town General Fee Schedule

Tabled until Committee meets.

Appointment of Supervisors to Committees

Board members discussed current appointments to the various committees within the township and others where the township has representation. No changes were recommended.

Motion/Second to adopt committee lists as presented by: Hedstrom/Brenteson. All Supervisors present approved. Motion Prevailed.

The agreed upon 2022 Committee List is retained as part of the Official Minutes, which are available in the Clerk's Office.

Announcements

~ Clerk's office closed Monday January 17, 2022 – Martin Luther King, Jr. Day.

~ Annual Joint Community Meeting (third Thursday of January) - Thurs. January 20, 2022 6:00 PM, in City Council Chambers.

Adjournment:

Motion/Second to adjourn Regular Board & Reorganizational Regular Meeting at 8:54PM by: Leslie/Brenteson. All Supervisors present approved. Motion Prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 26th day of January 2022, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest:

Brenda Kimberly-Maas, Town Clerk