



Regular Board Meeting  
Wednesday February 23, 2022 6:00 PM

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday February 23, 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, Big Lake Fire Chief, Seth Hansen, one guest and news reporter were in attendance. Supervisor Larry Alfords was absent.

### **Approval of Meeting Agenda**

Motion/Second to accept the presented Agenda by: Leslie/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. 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 02/09/2022. B) Approve List of Claims & Payroll paid 02/09/2022. Motion/Second to Approve Consent Agenda by: Brenteson/Leslie. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

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

#### **Department Update**

Chief Hansen reported in January 2022, the department responded to 12 calls in Big Lake Township, 27 calls in the City of Big Lake, none (0) in Orrock Township, one (1) mutual aid calls and two (2) calls where only an officer was required, for a total of 42 calls. The department responded to two (2) fires – of which one (1) was a building fire, four (4) hazardous conditions, seven (7) medical assists, and four (4) motor vehicle accidents. Online training focused on blood borne pathogens and hands-on training revolved around proper SCBA air management. New department members were sworn in at the Town Hall in January. The department participated in a parade to welcome home a service member, who had been deployed and enjoyed celebrating Christmas and past years' achievements at Carousel Works. The Big Lake Fire Department will host a Chili Cookoff Contest at Lupulin Brewery, on Saturday March 19<sup>th</sup> from 2-4PM. Proceeds will be earmarked for a new set of extrication equipment, to be used on the new engine.

#### **Fire Station Re-Roof Project Update**

The Ad-hoc roofing committee - Bruce Aubol and Dean Brenteson, reported they are

working with City Engineer, Layne Otteson and a number of contractors and consultants, to prepare specifications and bid documents, for the fire station reroofing project. The project may need to be postponed until 2023, due to material availability.

### **Open Forum**

NONE

### **Regular Business**

NONE

### **Supervisor Updates**

Supervisor Brenteson stated the roads are in good winter driving condition. Trimming and brushing has been held off due to cold and windy conditions.

### **Roads**

#### **Highway 25 Statutory Language Change Support**

Clerk Kimberly-Maas presented Resolution RES 2022-07 A Resolution Supporting Modifying Route No. 25 Statutory Language. The County has recognized the amount of traffic traveling on CSAH 11 has increased significantly. Both commuter vehicles and semi-tractor/trailer traffic utilize CSAH 11 to access Hwy 10, instead of traveling Hwy 25 into the City of Big Lake. CSAH 11 is in need of upgrades to handle the increase of commuter and semi-tractor/trailer traffic. The adoption of the resolution would assist the County Public Works in their efforts to have the State Legislature modify language of Minn. Stat. §161.114 Subd. 2. to define the northerly terminus of MN 25 from “at Big Lake” to “at the Big Lake area”. This would allow for future jurisdictional realignment and roadway improvements. Motion/second to adopt Resolution RES 2022-07 A Resolution Supporting Modifying Route No. 25 Statutory Language by Brenteson/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion prevailed.

#### **2022 Overlay Projects**

Specifications and bid documents have been completed and advertising began the previous weekend. The 2022 overlay projects may include 5-6 miles of roadway. The road committee is working with Wes Davis, the Town’s engineer to identify alternative products and processes, like the ultra-thin product used on 205<sup>th</sup> Ave., which prolong the life of the roads at a reduced cost. Sealed bids received for the 2022 overlay projects will be opened at the Town Hall on Wednesday March 9, 2022 at 10:00AM. The road committee may be requesting the use of ARPA funds to perform some of the road projects.

### **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 23, 2022 equals \$2,089,263.69. The Town has yet to make its first quarter payment to the Big Lake Fire Department. The payment will be made before the end of the quarter. Total amount in the treasury (including escrows) equals \$2,419,831.02. *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/Leslie. Approved by: Aubol, Brenteson, Hedstrom and Leslie.

None opposed. Motion Prevailed.

### **2022 Board of Audit**

Treasurer Warneke explained the Town uses an accounting software developed by the State of Minnesota called CTAS. In an effort to ensure the bookkeeping is accurate and as a check and balance, two copies of the software are kept. Brenda maintains the official accounting record “Treasurer’s copy”, on her computer. Brenda enters claims and produces checks on the Treasurer’s copy of CTAS. Jayme enters the disbursements on the “Clerk’s copy”, on her computer. Both ladies enter all receipts taken in by the Town. This helps with the limited segregation of duties noted on our annual audit reports. The Board of Audit is another way to ensure accuracy in the town’s accounting practices. Ken provided the Board with the 2021 Schedule 1 Report – Statement of Receipts, Disbursements and Balances from the Treasurer and Clerk copies of CTAS, 2021 Schedule 9 Report – Statement of Orders Issued, and monthly statements from all the town repositories (First Bank Elk River, Sherburne National Bank, Old National Bank, and the 4M fund – including scans of the cleared checks. The Board reviewed three claims issued from the town treasury in 2021. The three claims, voucher stubs, supporting documentation and bank statements were pulled and verified as accurately recorded.

*2022 Board of Audit Reports will be available for public viewing one hour prior to the Town Annual Meeting and will be retained and available in the Clerk’s Office thereafter.*

### **2023 Levy Discussion**

Treasurer Warneke presented 2022 tax capacity information sent by the County Auditor’s office and a worksheet based on that information used the 18.69% tax rate to calculate estimates for 2023 levies. The Board requested Ken use 2022 tax rate of 21.29% to recalculate the 2023 levy amounts. Ken will make the calculations and present information to the electorate during the Town Annual Meeting.

### **Announcements**

- ~ Big Lake Fire Joint Powers Board Meeting on Tuesday March 1, 2022 at 5:00PM, at the Fire Station.
- ~ Big Lake Lions Annual Fish Fry on Friday March 4, 2020 from 4:30PM – 7:00PM, at Big Lake Township’s Lions Park Community Center.
- ~ Annual Town Meeting on Tuesday March 8, 2022, at 6:00PM, at the Town Hall.
- ~ Next Town Board meeting on Wednesday March 9, 2022, at 6:00PM, at the Town Hall.
- ~ BLFD Chili Cookoff on Saturday March 19, 2022, from 4:00PM – 7:00PM at Lupulin Brewery.

### **Adjournment**

Motion/Second to adjourn the Regular Meeting at 7:21 PM by: Leslie/Hedstrom. All Supervisors present approved. Motion Prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 9th day of March 2022, by the Town of Big Lake Board of Supervisors.

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

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