



Regular Board Meeting  
Wednesday April 13, 2022 6:00 PM

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday April 13, 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 Larry Alfords, Supervisor Norm Leslie, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Sergeant Luke McLean - Sherburne County Sheriff's Department, one guest, and news reporter attendance.

#### **Approval of Meeting Agenda**

Motion/Second to accept the presented Agenda by: Leslie/Hedstrom. Approved by: Alfords, 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 03/23/2022, Local Board of Appeal and Equalization on 04/07/2022. B) Approve List of Claims & Payroll paid 03/24/2022 - 04/13/2022. Motion/Second to Approve consent agenda by: Alfords/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None Abstained. None Opposed. Motion Prevailed.

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

Sherburne County Sergeant Luke McLean reported to the Board 266 calls of service, for the month of March. The department saw a very large increase in traffic stops 94 in the month. The increase was seen county-wide. The department will begin their traffic stop saturation effort in the coming weeks. Beginning in May, Sherburne County Sheriff's Department will assist other jurisdictions in the effort to ticket speeders. Catalytic converter theft is increasing along main thoroughfares, all times of the day and night. There was also a cryptocurrency fraud case during the month of March. *Full report is included as part of the minutes.*

#### **Open Forum** NONE

#### **Regular Business**

##### **Big Lake Fire Department roof replacement – bid acceptance & contract award**

Supervisor Brenteson informed the Board that several people assisted in gathering information for the bidding documents including Supervisor Hedstrom, Layne Otteson – City of Big Lake engineer, CJ – ISD 727, building superintendent, and some roof specialist consultants. Bidders could submit bids using GAF or TPO products. The bids were opened on Thursday March 31, 2022 at 11:00AM. The lowest bid was received by Roof Company NA of St. Michael, MN. The bid was in the amount of \$163,685 using the TPO option. The Roof Company is a TPO certified installer. The cost of the project will be split 50:50 between the Town and City. Layne contacted the references provided by Roof

Company and learned they are very well regarded. The project is anticipated to be completed before the end of August 2022. The week of August 8, 2022 will be avoided due to the building serving as the Township's precinct 3, for primary elections and the BLFDRA dance to be held on August 13<sup>th</sup>. Motion/Second to Accept the bid using TPO option, from Roof Company NA in the amount \$163,685 by: Brenteson/Leslie. Approved by: Alford, Aubol, Brenteson, Hedstrom, and Leslie. None Abstained. None Opposed. Motion Prevailed.

#### HAM Radio Club – overnight camping request

A local HAM radio club has again asked to camp overnight in the multi-purpose field, over June 24-26 weekend. The club has an open invitation to the public to visit the group and learn about HAM radio operation, during the weekend.

Motion/Second to approve HAM radio group to camp overnight the weekend of June 24-26, 2022 by: Alford/Brenteson. Approved by: Alford, Aubol, Brenteson, Hedstrom, and Leslie. None Abstained. None Opposed. Motion prevailed.

#### Sherburne History Center donation request

A request for donation was made by the Sherburne History Center. The donation request is to help offset presentation and social media posts. Treasurer Warneke reminded the Board the budget has \$1200 line itemed for Sherburne History Center donations. Clerk Kimberly-Maas informed the Board, historically the Town donates \$1000 in annual membership, which has yet to be paid for 2022.

Motion/Second to donate \$200 to the Sherburne History Center to be applied to presentation and social media post efforts by: Aubol/Hedstrom. Approved by: Alford, Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. None Abstained. Motion Prevailed.

#### Encroachment Agreement request

A request was made by residents Eric Burleigh and Katie Laney, to encroach on a drainage easement for the purpose of constructing an accessory building. Supervisor Brenteson met with Eric onsite to review the location. He learned the primary driveway will be used to access the building. Dean stated there should be no issue with the encroachment so long as the building is constructed to ensure elevations are good and grading is done so drainage is unimpacted. Supervisor Alford recommended a site visit be done once the building location is staked and prior to any building construction is done. Clerk Kimberly-Maas informed the applicants they will need to have a survey of the location which includes depiction of the structure placement and the description of the encroachment within the easement. This information will be used in the encroachment agreement language. Once the survey is received, Brenda will draft the encroachment agreement and have it reviewed by counsel. The encroachment agreement will be recorded, as well.

Motion/Second to approve encroachment agreement between Eric Burleigh and Katie Laney, and the Town of Big Lake on parcel number 10-487-0135 22410 – 178<sup>th</sup> St. NW, Big Lake, MN 55309, legally described as Lot 7, Block 1 Pine Ridge Estates, allowing for the construction of an accessory building. Approval is contingent on receipt of survey and drainage plan. Site visit and inspection to be done once area is staked and prior to construction. by: Brenteson/Aubol. Approved by: Alford, Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. None Abstained. Motion Prevailed.

#### Roads

##### Spring Road Tour

Supervisor Alford recommended the spring road tour be conducted on Tuesday April 19, 2022 and Wednesday April 20, 2022. The tour will set out from the town hall at 8:00AM on Tuesday the 19<sup>th</sup>. Wednesday's start time will be dependent on how many road miles remain to be inspected, after touring on Tuesday. Road Tour information will be posted.

#### Connection of 180<sup>th</sup> St. NW between Knick Knack Knoll 2<sup>nd</sup> Add'n & Rivercrest Farms 2<sup>nd</sup> Add'n

Supervisor Brenteson informed the Board that Clint Corrow had sold parcel PID 10-105-2100 to Luke Mulvaney. This is the parcel that is on the north side of the 180<sup>th</sup> St. NW cul-de-sac. In 2021 the Town was in communication with Clint discussing a permanent road easement to allow for the connection of 180<sup>th</sup> St. NW, between Knick Knack Knoll – 2<sup>nd</sup> Addition and River Crest Farms – 2<sup>nd</sup> Addition. Dean has spoken with Luke, who is in favor of giving the easement to the Town. An easement

dedication and resolution accepting the easement, were drafted in 2021. However; it was recommended that a new title search be performed, prior to entertaining acceptance of the easement.

Motion/Second to perform a title search for parcel PID# 10-105-2100 and move forward with revising of the easement documentation, and execute the appropriate documents to obtain and accept the easement, contingent on a clean title search by: Brenteson/Leslie. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion prevailed.

### Supervisor Updates

Supervisor Leslie presented the Board a quote from Legacy Landscaping, for the installation of Class II granite on the main walking trail, from County Road 5 to the south parking lot. The trail is approximately 1400 feet, in length. The material would be laid 4 inches deep and 8 feet wide. The aggregate mixture is the same which was placed on the trail system at Sherburne County's Bridgeview Park. This would make the trail more accessible to strollers & wheelchairs and would accommodate vehicles used to provide maintenance to the park. The cost of the project is \$8,925 and can be submitted for reimbursement from the township's park dedication fund. The work would commence sometime after spring road weight restrictions are lifted.

Motion/Second to accept Legacy Landscaping quote # 1444, for the installation of Class II granite on the walking trail from County Road 5 to the south parking lot, in the amount of \$8,925 by: Hedstrom/Alfords. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion prevailed.

Supervisor Hedstrom attended the final Community Education meeting, for the year. He reported that 2022 participation is at 4300. This is up from 3600 in 2021 and 3800 in 2020. The Little Learners program is full. Many teen and older youth programs were added to the 2022 classes. The schools are expecting 300 kindergarteners to be enrolling in the next couple of years and are beginning preparations for the influx of these children. The Community Ed program has a healthy balance and was able to keep their fee schedule flat.

Supervisor Aubol will be absent from the upcoming Planning and Zoning meeting. Supervisor Hedstrom is the alternate member and will be attending in his place. Bruce informed those who were absent from the Local Board of Appeal and Equalization meeting, the values of property within the County increased an average of 20%. This increase does not equate to an increase in property taxes, as was pointed out by Michelle Moen, County Assessor and Bret Collier, who attended the LBoAE meeting. They pointed out that local budgets (township, school, and county) are what determines property taxes. It was also pointed out at the LBoAE meeting the homestead credit amount and how it is calculated, needs to be revisited by the State legislature. Most new homes are almost at the threshold.

### Treasurer's Business

Treasurer Warneke is looking for guidance regarding designation of the ARPA funds. He hoped the change in Federal legislation will allow for the funds to be used by the Town as revenue replacement. Ken is suggesting the Board consider opting into this and utilize the money for maintenance of the roads. He is recommending an additional \$200,000 be used to catch up on overlays and potentially application of the ultrathin bituminous overlay product on some other roads. Supervisor Hedstrom stated there had been discussion about using some of the ARPA funds to do some maintenance and upgrading in and around the town hall, as well. The Board would need to adopt a special resolution to be able to use the ARPA funds as revenue replacement. A resolution will be drafted for consideration at the April 27, 2022 meeting.

Ken reviewed the Treasurer's Report and Financial Statements with the Board. The bulk of the

escrow money is in the CMRP fund which the town provides accounting services for the Partnership. The CMRP Partnership group decided to reduce all townships 2022 annual dues by 50%, after invoices were sent to those partners. Two of the townships who had already paid their dues have been reimbursed. Monticello Township and Wright County each paid 50% of Monticello township's dues. The Town is waiting for direction from the Partnership on how to make reimbursement payment for the dues paid. Ken also pointed out the Fire Department Capital fund will be reduced when the final grass rig payment is made – due when the truck is delivered. And when payment is made for the station's new roof.

The town treasury ending balance (less escrows) as of 04/12/2022 was \$1,919,713.41. Escrows totaled \$450,878.38. Total town treasury \$2,384,097.26 Escrows totaled \$450,878.38. *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: Leslie/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hedstrom and Leslie. None opposed. Motion Prevailed.

#### **Announcement**

~ Big Lake Community Food Shelf distribution will be at the town hall on Monday April 18 from 3:30PM – 5:30PM and is open to all community residents.

~ Big Lake Chamber of Commerce Community Expo will be held at Big Lake High School on Saturday April 23, 2022 from 10:00AM – 1:00PM.

#### **Adjournment**

Motion/Second to adjourn the Regular Meeting at 6:55 PM by: Leslie/Hedstrom. All Supervisors present approved. Motion Prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 27th day of April 2022, by the Town of Big Lake Board of Supervisors.

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

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