



Regular Board Meeting
Wednesday October 26, 2022 6:00 PM

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday October 26, 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 Brenteson, Supervisor Larry Alfords, Supervisor Norm Leslie, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Cannon, Chief Seth Hansen – Big Lake Fire Department; Lynn Wayteshek, Administrator - County Planning & Zoning; Marc Schneider, Senior Planner - County Planning & Zoning; Jillian Carlson, Environmental Specialist - County Planning & Zoning; Raeanne Danielowski, County Commissioner; and Patriot newspaper reporter were in 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; Joint Planning Board Public Hearing with City of Big Lake on 10/12/2022 and Regular Meeting of 10/12 /2022; B) Approve List of Claims & Payroll paid 10/12/2022 – 10/26/2022; C) Approve Resolution RES 2022-14 Snow and Ice Control Agreement with City of Big Lake; D) Ratify Local Board of Canvass meeting set for Wednesday November 16, 2022 at 6:00PM in Town Board Room; E) Call for Annual Joint Local Governmental Agency Meeting on Thursday January 19, 2023 at 6:00PM in Big Lake City Council Chambers. Motion/Second to Approve Consent Agenda by: Hedstrom/Alfords. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

Fire Department Report

Big Lake Fire Department Chief Seth Hansen presented his report for the month of September. He reported the department responded to a total of 33 calls. Twenty-six (26) in the City of Big Lake, five (5) in Big Lake Township, two (2) in Orrock Township and zero (0) mutual aid calls. Of those, two (2) were fire calls, four (4) hazardous conditions, one (1) medical assist, and two (2) motor vehicle accidents. The four new recruits are attending their training courses and progressing well. The new roof is completed. Lupulin Brewery's donation event "Pours for a Purpose" will continue through the month of October. Chief gave thanks to the brewery for their support. Annual Open House was a hit with many in attendance. All the participating agencies noted the event was well run. Most of the pumpkins were given out to those who filled their punch cards. The smoke trailer was a popular addition to the event. Chief Hansen, Assistant Chief Hedstrom, and Captain Ruberg travelled to Wisconsin for the preconstruction meeting of the new engine. A line-by-line review was done and some changes will be presented for acceptance at an upcoming meeting. Final inspection of the new engine is

estimated to be 8 months out. Hansen said the facility was impressive and he learned there are 160 vehicles in stages of production, at any given time.

New Business

Sherburne County Comprehensive Plan Update

Sherburne County Planning and Zoning staff gave an informational presentation on the work being done on the County's Comprehensive Plan. The town has a joint powers agreement with Sherburne County Planning & Zoning whereby the county department serves the township for their planning and zoning needs. Comprehensive plans are normally reviewed every 7 – 10 years. To date Sherburne County has had only four significant rewrites to its comprehensive plan. The new plan is a 20-year plan, which is taking into consideration demographic changes being seen and future projection for the county. The county staff has been visiting all the townships whom they serve to gather township specific information – desires of the residents, to be considered as they look to revise the comp. plan for the growing county. They have found that each township is unique in their own visions and desires. The comp plan presentation focused on housing, natural resources, and agricultural needs. Big Lake Township is unique in it has the potential for urban expansion on its border with the cities of Big Lake and Elk River, has a large agricultural area, shares border with State Forest Land, and may be considered for a new crossing over the Mississippi river. The town's "urban fringe" areas have seen a lot of multi-family housing units built in the neighboring cities of Big Lake and Elk River. The township may see a leveling of population, as the current minimal acreage for platting is 2.5 acres. Consideration for smaller lots 1 – 1.5 acre lots, to accommodate the folks who are ready to move out of their starter homes, but don't want the larger parcels, and for folks who are 55+ and want a smaller lot, but not ready to move into city-sized lots or multi-family housing. Other thoughts are to allow "mother-in-law" homes on existing lots. Agricultural needs versus putting farmland into solar is another hot topic of discussion. Sherburne County is reaching out for ideas from our residents as well as the neighboring communities who are having similar discussions, on the topic. Sherburne County is home to a lot of natural resource areas. Efforts to preserve those areas and allow for more access to enjoy them are also being evaluated during this process. Marc Schneider requested the Board return formal comment to his office on these and any other planning and zoning topics, so they can be used as the process continues. *Full presentation will be retained and incorporated into the official meeting minutes, available in the Clerk's Office.*

County Assessor Agreement

Michelle Moen requested the Board adopt a formal agreement between the Town and the Assessor's Office for the property assessment of town parcels. This is a formal documentation of the current practices performed by the County Assessor's Office. The agreement begins for assessment year of 2024 - 2027. The Assessor's Office will complete 2023 assessments as it has done in the past. The cost per improved residential/agricultural parcel is \$6.00, unimproved residential/agricultural parcel is \$4.00 and commercial/industrial parcels is \$8.00.

Motion/second approving and entering into Assessor Agreement beginning in 2024 by Alfords/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None opposed. None abstained. Motion prevailed.

2022 General Election Update

Clerk Kimberly-Maas gave an update on general election preparations. Lucinda Messman – Becker township clerk and Brenda coordinated supplemental polling location and poll pad training, at the Government Center on Wednesday October 19th. Lucinda was the main trainer for the event. County elections staff were present to assist Lucinda, Brenda, Jayme, and Chris Weber – Orrock Clerk, throughout the day. Four – 2-hour sessions were held, with attendance of 20 election judges at each session. Twenty-two of the township’s 31 election judges took the training. Seven of those were new applicants since the August primary and four had only the experience of the 2022 Primary Election, as an election judge; 8 had worked the 2020 elections and 2022 primary; and three long serving judges took the course for refresher. A memo from the Secretary of State’s office needed to be clarified, as it seemed to state that public poll observation, during polling hours, was allowed. This contradicted what was believed to be stated in the election guide and election statutes. A formal memo was sent by the SOSs office earlier today, to reassure the clerks that indeed, public poll observation during polling hours, is NOT allowed. Brenda sent reminder postcards to voters who were precinct 4 voters in 2020 and will be casting their votes at precinct 1, for the first time since 2010. Lord of Glory is the polling location for precinct #1 and will serve approximately 1900 voters. Town Hall/community building serves as polling location for precinct #2 and will serve roughly 2900 voters. The fire station is home to precinct #3 and about 950 voters are assigned to that precinct. All three polling locations are well staffed. Several of the election judges will be working a full day from 5:30AM – 8:00PM through balancing and returning of election equipment and supplies to the County Auditor’s office for secure holding.

Roads

Legal Developments Regarding Road Interests

Peter Tiede, town legal counsel, sent a letter informing the Board of a recent case in the Minnesota court system. The concern brought forth by this case is if a town has roads dedicated by plats – forty years old or more, which it hasn’t formally adopted or improved, they could be reverted back to the adjacent landowners. The town may have a couple of plats which could be affected. Board requested the Road Committee review the older plats, especially those around Birch Lake and Eagle Lake, to see if there are any roads which the town should formally adopt.

Supervisor Updates

Supervisor Leslie informed all that the asphalt shingled roofs were fully replaced. The metal roof and siding on the garage near County Road 5, were yet to be finished. He also let everyone know the park has been winterized.

Supervisor Brenteson and Supervisor Alford noted the plow vendors are ready to go. All road patching has been completed and brushing and oak trimming will continue until snow depths make it too difficult to continue.

Treasurer’s Report

Treasurer Ken Warneke suggested the Board use funds from the Capital Expense Fund to pay for the painting of Bailey Station Cemetery fence and the columbarium from the Cemetery Fund, to ensure the Cemetery Fund balance remain adequately funded.

Motion/second to pay for the painting of Bailey Station Cemetery fence from the Capital

Fund and the new columbarium from the cemetery fund by: Aubol/Leslie. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None opposed. None abstained. Motion Prevailed.

Ken reported the following fund balances: General fund balance as \$215,278.55; Road fund balance as \$ 750,267.91. BL Fire Fund as \$15,962.37 after making Q4 installment; Cemetery fund will be adjusted after the meeting to reflect action taken. The clerk and deputy clerk payroll will be adjusted to account for time dedicated specifically to elections. This will be a prorated amount. Parks and recycle day came in under budget this year. Total Town treasury ending balance (less escrows) as of 10/25/2022 is \$2,108,695.34. Escrow balances are \$432,764.35. Total amount in the treasury (including escrows) equals \$2,541,459.69. *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: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion prevailed.

Announcements

- ~ November 8th General Election information:
 - o All Absentee Voting is coordinated through the Sherburne County Auditor's Office.
 - Absentee Voting began Friday, September 23rd.
 - Absentee voting during county business hours, Saturday November 5 10AM – 3PM, Monday, November 7th 8AM – 5PM.
 - Absentee ballots can be returned to the County Auditor's office during polling hours on Tuesday November 8th UNTIL 3PM.
 - Absentee ballots will NOT be accepted at polling locations.
 - o Public Accuracy Testing of election equipment Scheduled for November 1, 2022 @ 1PM.
 - o Local Board of Canvass Wednesday November 16, 2022 – 6PM in Big Lake Town Board Room.
- ~ BLFD JPB Regular Meeting – Tuesday November 1, 2022 – 5PM at Fire Station.
- ~ One Town Board Meeting in November on November 16, 2022, following Board of Canvass.

Adjournment

Motion/Second to adjourn the Regular Meeting at 7:29 PM by: Leslie/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion prevailed.

Respectfully Submitted,
Brenda Kimberly-Maas, Clerk

Accepted this 16th day of November 2022, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk