



Local Board of Canvass
and
Regular Board Meeting
Wednesday November 16, 2022 6:00 PM

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday November 16, 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 Cannon, Captain Tim Davis – Big Lake Fire Department; Raeanne Danielowski, County Commissioner; four guests; and Patriot newspaper reporter were in attendance.

Approval of Meeting Agenda

Chair Aubol requested moving the Sheriff's report ahead of the Board of Canvass.

Motion/Second to accept the amended Agenda by: Leslie/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. Motion Prevailed. The meeting proceeded in accordance with the amended Agenda.

Sheriff's Report

Sherburne County Sergeant Austin Turner reported to the Board an increased number of traffic stops, animal/vehicle crashes and twice the number of calls to perform security checks, three school bus stop-arm violations, miscellaneous thefts, and catalytic converters stolen. Deputies have been checking on the township park and shagging out visitors who are here after hours. Supervisor Brenteson asked if the stop-arm violators were cited. Sergeant Turner will follow-up with the answer, via email. *Statistics reports for August and September will be retained as part of the official minutes and available in the clerk's office.*

Local Board of Canvass

Clerk Kimberly-Maas administered the Local Board of Canvass Oath. She announced the election statistics and results from the November 08, 2022 election. The Township had 5682 voters at 7:00am, 173 voters registered on election day, 638 absentee and military ballots were received. Results for Supervisor Seat #1: Dean Brenteson – 2666 votes; Write-in – 17. Results for Supervisor Seat #2: Eric Rosa – 824; Carey P. Adler – 775; Larry Alfords – 1174; Write-in – 19. Complete local election results and election judge lists are retained as part of the official minutes and a complete listing of all election results can be viewed at <https://www.sos.state.mn.us/elections-voting/election-results/>.

Board Members reviewed the results and concurred the results were accurate. All Board Members present signed the Certification of Election results. Motion/Second to accept results from the November 08, 2022 elections by: Hedstrom/Brenteson. Approved by all present Supervisors. None opposed. Motion Prevailed.

Approval of Consent Agenda

The Consent Agenda consists of: A) Approval of Minutes; Joint Planning Board Public Meeting with City of Big Lake on 10/26/2022 and Regular Meeting of 10/26 /2022; B) Approve List of Claims & Payroll paid 10/27/2022 – 11/16/2022; C) Authorize staff to pay normal expenses due between 11/17/2022 – 12/14/2022 and 12/15/2022 – 01/15/2022.

Motion/Second to Approve Consent Agenda by: Brenteson/Leslie. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

Fire Department Report

Big Lake Fire Department Captain Tim Davis presented the fire department report for the month of October. He reported the department responded to a total of 31 calls. Nineteen (19) in the City of Big Lake, eleven (11) in Big Lake Township, one (1) in Orrock Township and zero (0) mutual aid calls. Of those there were one (1) hazardous condition, one (1) medical assist, and two (2) motor vehicle accidents, and one (1) water rescue. The department also responded to five (5) lift assists in October. The members participated in emergency vehicle operations including maneuvering the trucks through a safety driving course, as part of their monthly training exercises. October was fire prevention month and the department visited local elementary schools and hosted their annual open house during the month. A special thank you to Sam Hanson, for his work in coordinating the events and attractions at the open house. It was a huge success with 2500 people attending. Three members celebrated their anniversaries with the department in October. Daren Hardies has been with the department for 18 years and is also an EMT with Monticello/CentraCare Ambulance Service. Members Brady Baxter and Clinton Maxson celebrated 3 years of service. The department acknowledged and thanked the community for their on-going support. The memorial service honoring the late City of Big Lake's K-9 officer Bruno was hosted at the fire station. Supervisor Brenteson asked if the department does any training using the "on-spot" devices found on some of the department's vehicles. This training is not done. Tim stated the trucks are not to exceed 30MPH, when the "on-spots" are deployed. "On-spots" are devices which are deployed in icy conditions and use a chain which spins under the tires to give the vehicle additional traction.

New Business

BLFD JPB Updates – Capital Requests & Fire Contract Agreement

A change order for the new engine – Engine 22, was presented to the Board. Change order in the amount of \$13,835.94 – approximately 1.75% of the \$788,854.00 pre-paid discounted purchase price. This is 1.25% below the 3% change order contingency voted on in November of 2021. With this change order the total purchase amount will be \$802,689.94 – original budget amount was \$800,000 and original bid of \$838,368 (before pre-paid discount amount). The change orders requested are: Axel Hub Covers, Rear, S/S, High Hat; Charger, Sngl Ss, Ksml, Pump+ 1200, 091-187-12, 091-9B-1AD AC Cmp, inlet Dsply; Clutch Fan, Air Actuated, Fan Clutch Disengaged Switch, Enforcer MUX; Insulation, Additional, Underside Crew Cab Floor, Foil Mech Fasteners, SFR/Enf; Wiring Spare, 30A, 12V DC, Wiring Spare 5A 12V DC, Wiring Spare, 15A 12VDC Power Point, Dual USB-C; Recess, Rear Vision Camera into Light stick Housing; Lights, Rear Scene, HiViz FT-GSMJR, Surface Mount, Lights Rear Scene Control Drivers Side; Shelves Adjustable, 500lb Capacity, Full Width/Depth, Pike pole tubes 8'ft and 6ft; Lights HiViz Housings; Paint, Two-Tone Color, American Flag Cab Grille, Reflective Band Lettering; Cup Holders, Air Horn, Air Horn Ring, Rocker/Membrane, Siren Brake, Rocker Membrane; Black Durable Cushion Tile for trays and compartment floors;

Storage Pockets, Elastic Cover, Recessed, Overhead Switch Panel; Pike Poles from Fiberglass to Wood; Location changed for Traffic Light Controller.

Motion to approve the requested change order items for the amount of \$13,853.94 by: Brenteson/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.

The 2022 Capital Improvement Plan for the Fire Department has funds allocated for Thermal Image Cameras in the amount of \$14,000. The township and the city are each responsible for 50% of that amount. The Fire Department is requesting the purchase of two (2) 1240 NXT Thermal Imager Bundles from Heiman, the total cost is \$16,000. The Thermal Imagers will be used in Engine 1 and Ladder 1. The existing Thermal Imagers, which were purchased in 1998 and 2005, will be traded in for a value of \$1,000 each reducing the total invoice amount to \$14,000.

Motion to approve the purchase of two (2) new 1240 NXT thermal imager bundles from Heiman, for the amount of \$16,000, trade-in the existing imagers at \$1,000 each reducing the total cost to \$14,000 a \$7,000 cost to the township and \$7,000 to the city by: Leslie/Brenteson. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion Prevailed.

The BLFD JPB Finance Committee has been negotiating a fire service contract with Orrock township. The final draft was presented to the town board as an acknowledgement item. The method of calculating the cost of coverage has been changed to take into account the previous three-year average number of calls for service to Orrock township. The contract will be placed on the BLFD JPB regular meeting agenda for approval, at their January 3, 2023 meeting. No action required.

Schroer Simple Plat

Taylor Schroer was present requesting comments on his simple plat application. He explained he desires to construct a pole shed on his property. He owns two lots which are in different subdivisions. Because of this situation, he is required to combine the parcels into another simple plat. No need for a developer's agreement for this plat.

The Board made comment recommending approval of the simple plat which will be sent to Sherburne County Planning and Zoning office.

Pines Edge Preliminary Plat

Preliminary Plat for Pines Edge was presented to the Board for comment. The plat will create four new parcels in the township. Two parcels will use a single driveway to access County Road 43 and the other two will use a single driveway to access County Road 83. No additional roads will be created within the plat. Therefore, a developer's agreement is unnecessary.

The Board made comment recommending approval of the preliminary plat of Pines Edge, which will be sent to Sherburne County Planning and Zoning office.

Bailey Station Cemetery address change

Staff was informed the address for Bailey Station Cemetery will be changed by Sherburne County GIS. This is necessary as the current address corresponds to a location near the area of County Road 68 and CSAH 14, in the next generation E911 system being

implemented by Sherburne County. Clerk Kimberly-Maas brought this to the attention of the board as a matter of information.

HRA benefit Open Enrollment for Employers

Benafica, the town's administrator for staff HRA benefit, notified staff the timeframe to make changes to the program began on 11/15/2022 and should the Board wish to make any changes to the current plan, they will need to submit those changes by the 30th of November, 2022. The Board determined no changes will be made to the 2023 HRA benefit. Therefore, no action is required.

Roads

Supervisor Brenteson informed all that the season's first snowfalls were under the 2" threshold. But the wet quality of the snow and cold temperatures forecasted for after the snowfall, caused him to dispatch the plowing contractors. The contractors were prepared and did a fine job with their removal and treatment operations.

A lot of the summer projects are finally wrapped up. Brushing and trimming continues and some signs still need to be installed.

Ken Warneke reported the town engineer and road committee reviewed the 2022 mileage map submitted by the county and has certified the information. The official certified mileage of the township roads is 81.65 miles.

Supervisor Updates

Supervisor Leslie informed everyone that all the storm damage has been repaired. The steel that was removed from the storage building was sold for repurposing. He is pleased with the work that was performed.

Supervisor Hedstrom attended the Community Ed. meeting. The school district has hired a consultant to review job descriptions. The goal is to be able to balance the workload of teachers and staff. Liberty Elementary classes are at 100% capacity. The Community Ed. Winter Catalogue is out and several adult classes are being offered.

Chair Aubol will be attending Planning & Zoning board of adjustment meeting on 11/17/2022.

Treasurer's Report

Treasurer Warneke told the Board the treasury is at a low point for cash balance, but mid-December will bring the next property settlement. He noted the Board paid the bill for the storm damage tonight and MATIT will be reimbursing the town roughly \$92,000 of that amount.

Ken reported the following fund balances: General fund balance \$176,105.74; Road fund balance \$ 70,912.40. BL Fire Fund \$13,911.22; Total Town treasury ending balance (less escrows) as of 11/16/2022 is \$1,863,485.72. Escrow balances are \$432,860.70. Total amount in the treasury (including escrows) equals \$2,296,490.87. *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/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion prevailed.

Announcements

- ~ Town offices closed on Thanksgiving and the Friday following.
- ~ Sherburne County Public Works will host an Open House to present information on the County Road 83 reconstruction project. The open house will be held Thursday December 1st in the town hall community room.
- ~ One Town Board Meeting in December on the 14th.

Adjournment

Motion/Second to adjourn the Regular Meeting at 6:57 PM by: Leslie/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion prevailed.

Respectfully Submitted,
Brenda Kimberly-Maas, Clerk

Accepted this 14th day of December 2022, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk