



Regular Board & Reorganizational Meeting
Wednesday January 11, 2023 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday January 11, 2023, 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, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Sherburne County Sergeant Austin Turner, and newspaper reporter were in attendance. Supervisor Alfords and Supervisor Hedstrom were absent.

Oath Of Office

Clerk Brenda Kimberly-Maas issued Supervisor Dean Brenteson, his Oath of Office to the position of Township Supervisor, a four-year term. Clerk Maas reported she had received and filed Supervisor Alfords Oath of Office.

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 12/14/2022. B) ratify claims and payroll paid between 12/15/2022 and 12/31/2022 and approve List of Claims & Payroll presented for payment on 01/11/2023 C) Ratify letter to Layne Otteson, City of Big Lake Engineer, in support of pursuing grant funding for sidewalks, D) Call for Local Board of Appeal and Equalization meeting on Thursday April 13, 2023 commencing at 9:00AM, at Big Lake townhall. Motion/Second to Approve Consent Agenda by: Brenteson/Leslie. Approved by: Aubol, Brenteson, and Leslie. None Opposed. Motion Prevailed.

Sherriff's Report

Sherburne County Sergeant Austin Turner reported to the Board 259 calls of service, for the month of December. The department continues run extra patrols and perform security checks. Full report is included as part of the minutes.

Open Forum

NONE

Regular Business

Clerk reminded the Board of the upcoming Minnesota Association of Township's District 7 election to fill a vacancy. The election will be held at Corrina town hall on Tuesday, January 31, 2023, at 8:00PM. Townships included in the 7th District are located in the counties of Anoka, Chisago, Hennepin, Isanti, Kanabec, Pine, Ramsey, Sherburne, Washington, and Wright.

Business from the Board – Committee Reports/Updates

Supervisors had no committee business to report.

Roads

Legacy Landscaping plow contract – TABLED during December meeting

As requested during the December meeting, Clerk Maas presented clarified rate information for plowing activities performed by Legacy Landscaping to the Board. The information presented allowed for the board to move forward with awarding contract.

Motion/Second to award 2022-2023 contract for plowing the town hall facility and certain roads to Legacy Landscaping by: Leslie/Brenteson. Approved by: Aubol, Brenteson, and Leslie. None opposed. None abstained. Motion prevailed.

Supervisor Brenteson reported the roads are in overall good condition. The plow vendors have been pushing back snow to allow for additional storage.

The trimming work has slowed down due to snow depth in the right-of-ways and on the trees themselves. As the conditions permit, trimming will recommence.

The road committee is working with Wes – town engineer, to define 2023 road maintenance projects. Ken said they are looking at full overlays on roughly 5 miles and ultra-thin wear course overlays in some of the developments. The committee is hoping to have bid documents ready soon and would like to go out for bids as soon as they are complete.

Motion/Second to allow the road committee to go out for 2023 road construction bids by: Brenteson/Leslie. Approved by: Aubol, Brenteson, Leslie. None opposed. None abstained. Motion prevailed.

Treasurer's Report

Ken reviewed the Treasurer's Report and financial statements with the Board. He noted Recycle Day and the Building/Parks came in under budget for 2022. Money from the county parks dedication fund were utilized for the trail improvements, which helped. The total amount paid for snow removal in 2022 was \$ 294,102 over the budgeted amount of \$240,000 and trimming/brushing was over budget due to "catch-up" work. There were some cul-de-sacs which needed to be reconstructed because of poor soils causing the general road maintenance budget to go over. He also reminded the board no sealcoating was done in 2022 and the board authorized the use of \$200,000 ARPA funds for overlay projects. The fire fund balance is in good shape and the fire capital budget is as well. General Capital budget was over, but the maintenance done, and additional columbarium were needed. ARPA funds were also used for the cemetery fence painting. Ken noted there were two large claims approved earlier in the consent agenda. The second installment for the 209th turnback/Old County Road 79 turnback and industrial park bond payment to the City.

The town treasury ending balance (less escrows) after payment of approved claims was \$3,030,418.89. Motion/Second to approve the Treasurer's report by: Leslie/Brenteson. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

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

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

Supervisor Leslie nominated Dean Brenteson 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: Leslie/Aubol. All Supervisors present approved. Motion Prevailed.

Appointment of Clerk and Treasurer

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

Leslie called to re-appoint Brenda Kimberly-Maas to the position of Town Clerk. Seconded by Brenteson. All Supervisors present approved. Motion Prevailed.

Set supervisor hourly pay rates

Motion/Second to set the supervisor hourly rate to \$35 per hour by: Aubol/Brenteson. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

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. Brenda reviewed the decision made during the 2022 reorganizational meeting. 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: Brenteson/Leslie. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

Set treasurer and clerk hourly rates

Supervisor Leslie informed the board the personnel committee met, reviewed compensation of area treasurers and clerks, took into consideration the responsibilities of the positions in Big Lake township and inflationary concerns. The committee is recommending an increase of 10% to both the treasurer and clerk hourly rates.

Motion/Second to increase the treasure's hourly rate 10% by: Leslie/Brenteson. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

Motion/Second to increase the clerk's hourly rate by 10%: Brenteson/Leslie. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

Set deputy clerk hourly rates

Clerk Kimberly-Maas informed the Board she also reviewed the pay survey, took into account the responsibilities of the position, and job performance and requested an increase of 8% in Jayme's wages.

Motion/Second to increase the deputy clerk's hourly rate to by 8% by: Leslie/Brenteson. Approved by: Aubol, Brenteson, 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. There are no scheduled elections in 2023. The board decided to increase the rates to be closer to area rates as seen on the pay survey.

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

Motion/Second to set election head judges hourly rate at \$19 per hour by: Aubol/Brenteson. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

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

Motion/Second to adopt Resolutions 2023-01 Authorizing Contract with Interested Officers – Larry Alford by: Leslie/Brenteson. Approved by: Aubol, Brenteson, Leslie. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2023-02 Authorizing Contract with Interested Officers – Bruce Aubol by: Brenteson/Leslie. Approved by: Brenteson, and Leslie. Aubol Abstained. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2023-03 Authorizing Contract with Interested Officers – Dean Brenteson by: Leslie/Aubol. Approved by: Aubol, and Leslie. Brenteson Abstained. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2023-04 Authorizing Contract with Interested Officers – Mark Hedstrom by: Aubol/Leslie. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2023-05 Authorizing Contract with Interested Officers – Norm Leslie by: Aubol/Brenteson. Approved by: Approved by: Aubol and Brenteson. Leslie Abstained. Motion Prevailed.

Establish Monthly Board Meeting Dates/Time/Location; Legal Holiday Observation; Office Business Hours

Brenda told the board that to better serve the community, she is recommending the town office hours of operation – when the office will be open to the public, should be modified. The recommendation from the clerks is to have the office open from 9AM to 4PM, Monday through Thursday and 9AM – Noon on Fridays. Staff will continue scheduled appointments outside of those hours with vendors, renters and others, as needed. Staff work hours will continue to reflect the amount of time needed to fulfill their job requirements and responsibilities.

Motion/Second to adopt meeting dates, times and location as well as Clerk's office closures and legal holiday observation schedule as presented and set town office, business hours as 9AM to 4PM, Monday through Thursday and 9AM – Noon on Friday by: Aubol/Brenteson. All Supervisors present approved. Motion Prevailed.

Adopted 2023 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: Aubol/Leslie. Approved by: Aubol, Brenteson, 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: Leslie/Brenteson. Approved by: Aubol, Brenteson, 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/Leslie. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.
- Authorize Chair, Vice-Chair, Treasurer and Clerk to open banking accounts.
Motion/Second authorizing chair, vice-chair, treasurer, and clerk to open banking accounts by: Leslie/Brenteson. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

- Authorize Chair, Vice-Chair, Treasurer and Clerk to sign checks.
Motion/Second authorizing chair, vice-chair, treasurer, and clerk to sign checks by: Brenteson/Leslie. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevalled
- 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: Leslie/Brenteson. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevalled.
- 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: Brenteson/Leslie. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevalled.
- 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: Leslie/Brenteson. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevalled.

Legal Counsel

Motion/Second to retain Peter Tiede, of Geck, Duea, Olson, PLLC (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: Aubol/Leslie. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevalled.

Set 2022 Gopher Bounty

Supervisor Leslie recommended an increase to the bounty offered for gopher feet.

Motion/Second to maintain the Town's payable gopher bounty at \$3.00 per pair of front feet by: Aubol/Brenteson. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevalled.

Review Town General Fee Schedule

Upon review, the board decided to increase the indoor banquet room daily rental fee to \$300/day and the deposit for the rental to \$250. This amount is still very competitive with similar facilities in the area.

Motion/Second to increase the indoor banquet room daily rental fee to \$300/day and the deposit for the rental to \$250 and adopt the General Fee Schedule with those changes by: Leslie/Brenteson. Approved by: Approved by: Aubol, Brenteson, and Leslie. None abstained. Motion Prevalled.

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: Aubol/Leslie. All Supervisors present approved. Motion Prevalled.

The agreed upon 2023 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 16, 2023 – Martin Luther King, Jr. Day.

~ Annual Joint Community Meeting (third Thursday of January) - Thurs. January 19, 2023 6:00 PM, in City Council Chambers.

~ Open House for Minnesota Power and Great River Energy's Northland Reliability Project, on Thursday January 26, 2023 – 11AM – 1PM again at 4PM-6PM at Pebble Creek Golf Course, in Becker.

Adjournment:

Motion/Second to adjourn Regular Board & Reorganizational Regular Meeting at 7:06PM by: Leslie/Brenteson. All Supervisors present approved. Motion Prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 25th day of January 2023, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk