



Regular Board Meeting  
Wednesday March 01, 2023 6:00PM  
RESCHEDULED from February 25, 2023

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday January 25, 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. This regular meeting was rescheduled from the original February 25, 2023 date, due to inclement weather. 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, Big Lake Fire Captain, Tim Davis, Big Lake Fire Chief, Seth Hansen, Big Lake Fire Captain, Kiel Ruberg, two news reporters and two guests were in attendance. Supervisor Larry Alford was absent.

### **Approval of Meeting Agenda**

Motion/Second to accept the presented Agenda by: Leslie/Brenteson. 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 02/08 /2023. B) Approve presented claims & payroll paid 02/09/2023 – 02/22/2023. Motion/Second to Approve Consent Agenda by: Hedstrom/Brenteson. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

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

Captain Davis reported in January 2023, the department responded to 42 calls. Calls of interest were one (1) care fire, four (4) motor vehicle accidents, six (6) hazardous conditions (gas leak, electrical hazard); six (6) medical assists, and three (3) false alarms (carbon monoxide, smoke detectors, fires extinguished by suppression system). January training was on the use of the snowmobile and rescue sled and ATV use.

### **Open Forum**

NONE

### **Regular Business**

#### **Pines Edge – FINAL PLAT review & comments**

Pines Edge Plat is a plat consisting of four (4) parcels. Two shared driveways are platted. Both of which will access county roads - CR 43 & CR 83. No new township roads are being constructed as part of the development.

The Board recommended approval of the FINAL Plat and determined it is unnecessary to have

the town's engineer review the plat, since there will be no new township infrastructure constructed. Clerk will send comments and recommendation to approve to Marc Schneider – Senior Planner - Sherburne County Planning & Zoning.

#### Options, Inc. fundraising - Outside Options program

The Board was presented an opportunity to donate toward a new Options, Inc. program and recreation space called Outside Options. The goal is to raise funding to create permanent outdoor spaces for clients. The outdoor space will be designed to enhance clients experience, allow for additional skills to be developed, and give them access to outdoor space at the Options, Inc. facility. Clerk Maas explained that expenditures by towns are limited to those authorized by statute. One of the areas which town boards may expend funds is for vocational rehabilitation facilities (Minn. Stat. § 268A.06). Options, Inc. is a vocational facility serving intellectually and or developmentally disabled residents from Big Lake Township and the surrounding community and meets the statutory requirements for expending town funds. Treasurer Warneke reminded the Board they had supported Options, Inc. with CARES Act funds and could use some of the federal ARPA funds as their donation. The donation request offered several levels of giving. Board members decided they would give at the suggested Bronze Sponsor level of \$5000, utilizing ARPA funds for the donation.

Motion/second to donate \$5000.00 of ARPA funds toward the Outside Options program by: Hedstrom/Leslie. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion prevailed.

#### Sherburne History Center fundraising – social media outreach

The Board was presented an opportunity to donate toward Sherburne County Historical Society's social media outreach program. The program began in 2022 and has been quite successful. Visitors to the museum and program use has increased due to their online presence. The History Center is fundraising to ensure their online presence can continue. Expenditures by towns are limited to those authorized by statute. One of the areas which town boards may expend funds is to support a county historical society (Minn. Stat. § 138.053). Sherburne History Center is a county historical museum and qualifies as an organization to which the town may expend funds. The Town Board donated \$200 toward the social media outreach program in 2022 and has a \$1000 annual membership to the history center. The 2023 budget has money \$1,200 allocated for donations to museums & civic organizations. Treasurer Warneke noted support of this effort would be ARPA fund eligible. The board discussed what level of support to offer to the social media/online outreach program and decided to increase their support to \$300 using ARPA funds, for the donation.

Motion/second to donate \$300.00 of ARPA funds to the Sherburne County History Center toward its online and social media efforts by: Leslie/Brenteson. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion prevailed.

#### BLFD CIP trucks discussion

At the January 24, 2023 Fire Board meeting, the Fire Board recommended bringing forward to both the City Council and the Town Board, discussion on proposed Fire Department CIP plan purchases. The following items are scheduled in the Fire Department CIP plan for purchase between 2023 and 2026.

### Brush Rig - 2023 CIP

Grass Rig 16 is a 2001 model - 22 years old and is scheduled for replacement in 2023. The department currently has 3 grass rigs. The bid specification is for a Ford F-550 single 2-person cab, with water capacity of 400-gallons. Grass 16 will stay in the fleet and Grass 14 will be sold. The department wrote specifications for larger trucks – Ford F550 models, because of the weight of the slide-outs and 400 gallons of water they carry. The grass rig that is being replaced, is overcapacity with the slide out and water it carries. When Grass 1 is replaced; a smaller truck will be purchased to ensure it can get into tighter areas, will carry less water, and will be outfitted more like a utility truck. Captain Kiel Ruberg noted to purchase just the chassis and work with additional vendors to properly outfit the vehicle would be time consuming and creates a potential for vendors to finger point, should malfunctions occur. He recommended the vehicle be fully built by one manufacturer. Chair Aubol agreed with Kiel. The CIP total budget amount was \$143,000 - town's portion being \$71,500. Heiman was the only company to send a bid. **Their bid amount is \$165,809 – town's portion will be \$82,904.50.**

### Tender - 2023 CIP

Water Tender 17 is a 2000 model - 23 years old and is scheduled for replacement in 2023. The department currently has 3 water tenders. Water tenders are used to transport water to fires where hydrants are unavailable or don't have enough capacity to be used in fire suppression, as is the case in the city's trailer park. Captain Kiel Ruberg informed the board that the tender bid specifications called for less water capacity than tender #2. But included additional safety features like arrow stick to direct traffic around a scene and additional cameras, so the driver has additional blind-spot visibility. The tender is planned for use as a buffer vehicle, when responding to motor vehicle accidents.

The estimated cost of the tender was \$330,000 and the **bid came in at \$240,299** which is less than the other government-based bid – **town's portion will be \$120,149.50**. Tender 17 would be sold to offset some of the cost of the new vehicle.

### Ladder - 2026 CIP

Ladder 1 is a 2003 model – 20 years old and scheduled to be replaced in 2026. City of Big Lake policy allows for all staff and/or departments to request the pre-order equipment/vehicles that are scheduled as future purchases, on CIP plan. Since the town and city jointly own the department, the town follows this city policy. The elected officials have to agree to any pre-order of equipment and acknowledge that if the purchased item is delivered prior to the CIP planned year, the CIP will be adjusted accordingly. The specifications for the ladder included a longer ladder and a platform, instead of a straight stick. The longer ladder will address taller structures being and proposed to be built within the city. The platform is safer for the members when fighting a fire, as well as a more stable method for rescue of victims. The BLFD JPB were presented two quotes for a replacement ladder truck. The first specification presented was for a rear-mounted ladder. It required doors with a minimum clearance of 12' 7". The tallest bay doors have a clearance of 12'. If the department were to order this style of truck, the building would need to be modified to allow for the taller vehicle. The cost to modify the structure may be quite significant. The cost for the rear-mount ladder truck was \$1.7 million. The second option was for a mid-mounted ladder. This style of truck requires an opening of 11' 2" and would require no modification to the building. Chair Aubol noted the mid-mount ladder is an articulated boom, which has additional benefits. The BLFD JPB recommended the mid-mount ladder truck be presented to the local governing agencies for consideration. The original Sourcewell Consortium pricing cost for the mid-mount

version is \$2,041,000.00 (if ordered before May 1, 2023 to avoid a price increase), with delivery in 2026, and included several payment options. If a performance bond is required, there will be an additional cost of \$5,013.00.

Chief Hansen was present to update the board with information which was recently conveyed to him. The federal EPA guidelines will be changing in 2024. Due to the stricter emissions requirements, there will be an increase to the cost of the ladder. If a contract is signed within the next couple of weeks, the **updated cost of the ladder will be \$2,059,875.00 – town's portion is 1,029,937.50, with delivery in 2025**. Should the town and city choose one of the pre-pay options and require a performance bond, there will be an additional cost of \$5,059.00.

Board members discussed the purchase of each of the vehicles. All supervisors fully supported the purchase of the ladder truck. Supervisor Leslie questioned the need to purchase the tender and the grass rig. Supervisor Leslie also commented his dismay that the town was not named on any of the bid documents. He felt it is important that the town be recognized as one of the owners of the department. It was explained that the city has a membership to the Sourcewell Consortium to get the state bid pricing. For that reason, they are the entity named, on the ladder bid. Treasurer Warneke and Clerk Maas will make sure the town is named on the contract. The board discussed the payment options for the ladder and decided to pay the full amount when the truck is delivered.

Motion/second to approve the CIP purchase of presented grass truck and enter into contract with Heiman Fire Equipment for the construction of WildThing body on Ford F550 chassis– **bid amount is \$165,809 – town's portion will be \$82,904.50 with delivery expected in the first quarter of 2024** by: Aubol/Brenteson. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion prevailed.

Motion/second to approve the CIP purchase of presented water tender and enter into contract with Heiman Fire Equipment for the construction of Waterking 1 Tanker – **bid amount is \$240,299 – town's portion will be \$120,149.50 with delivery expected in the second quarter of 2024** by: Aubol/Brenteson. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion prevailed.

Motion/second to approve the CIP purchase of and enter into contract with MacQueen for the construction of the Pierce Enforcer 100' Ascendant Tower ladder truck – **bid amount is \$2,059,875.00 – town's portion is 1,029,937.50, with payment to be made when truck is delivered. Expected delivery in 2025** by: Aubol/Brenteson. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion prevailed.

## Roads

Clerk Maas announced the sealed bid opening for 2023 Ultra-Thin Bonded Wear Course (UTBWC) will be held at the town hall on Tuesday March 13, 2023 at 10:00AM.

Supervisor Brenteson told everyone the 2023 overlay bids were opened and will be presented at the next meeting for review, acceptance, and contract award.

## Supervisor Updates

Supervisor Hedstrom attended the Community Ed. meeting where he learned the winter/spring catalogue has added several adult classes, the youth aquatics program will be expanded in the fall, youth basketball has been added for 5-7 year-olds, and summer programs will be moved to the middle and high schools while Independence Elementary school has its HVAC systems upgraded. Community Ed is helping fund the revamping of the

high school's weight room and they are looking at purchasing a trailer for mobile classes and external events at local parks and other venues.

Chair Aubol attended the Planning and Zoning Board of Adjustment but didn't have much to report since no Big Lake Township items were reviewed.

### 2024 Proposed Levy

Treasurer Ken Warneke informed the Board he will be re-evaluating the levy recommendations to reflect the action taken earlier in the meeting. He had originally increased the Fire Capital Fund to \$287,000 annually for the next 5 year since the original plan was to receive the ladder in 2026. With the delivery date moving to 2025, he may need to increase that fund levy to ensure the town meet the expenditure. He also stated the other capital improvements planned for the fire department – parking lot pavement and truck bay floor refurbishing, may have to be paid out of the ARPA funds. He will have the levy ready for the board to review at the next regular meeting.

### Ratify 2023 Schlenner, Wenner & Co. Audit Engagement Letter

Treasurer Warnenke informed the board they had entered into a three year agreement with Schlenner, Wenner & Co. to have their firm conduct the town's annual audit. However, new rules required the firm to send engagement letters each year. He has reviewed the letter and confirmed the cost to perform the 2022 audit is the same as was agreed upon. The letter was signed and returned to the firm and needs ratification from the Board.

Motion/Second ratifying the 2023 audit engagement letter from Schlenner, Wenner & Co. by: Aubol/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom and Leslie. None opposed.

Motion Prevailed.

### Treasurer's Report

Treasurer Warneke reviewed the Treasurer's Report and Financial Statements with the Board. General fund balance \$208,460.78. He noted the town received their state aid (gas tax) of \$59,491.72, which is placed into the road fund. Road fund balance \$951,681.61 The town paid the first quarter budget advance to the fire department. Fire fund balance 80,80.79. ARPA fund balance \$661,823.34. The town paid its portion of the outfitting done to Command 1 - \$6869.69, in this meeting's claims. Big Lake fire capital fund \$298,693.84. The town treasury ending balance (less escrows) as of February 21, 2023 \$2,392,972.46. As fiscal agent for the CMRP Joint Powers group, the town has \$517,122.27 of their funds, invested in 4M. Including the CMRP and small plat escrows, the total amount in the treasury is \$2,910,239.18. *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: Aubol/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom and Leslie. None opposed. Motion Prevailed.

### Annual Board of Audit

Treasurer Warneke explained that the town keeps the official set of accounting books and a subsidiary set of books, for internal control purposes. The copy of CTAS housed on the clerk's computer, is the official set of accounting books. The official copy processes all claims, payroll, receipts, and has the official budget. The copy of CTAS on the deputy clerk's computer, is the subsidiary copy where receipts and disbursements are recorded. The deputy clerk's copy also has a copy of the budget. The treasurer reconciles the bank statements each month, the clerk and deputy books are balanced monthly. The board reviews the bank reconciliation each

month when they review the cash control statement. They are presented the claims and disbursements at each meeting.

For the Board of Audit, a binder with receipt ledgers, disbursement ledgers, cash control statements, outstanding check listing, and top 10 vendor listing was created and presented to the board for review. Ken asked the board to review the balance on the cash control statements from the treasurer’s and clerk’s CTAS and verify the same information is on the bank and 4M statements.

He also requested that 2-3 receipts and 2-3 disbursements be selected from the presented reports.

The following receipts were pulled and verified: Treas/Clerk/Bank

<u>Receipt #</u>	<u>Receipt Date</u>	<u>Payor</u>	<u>Amount</u>	<u>Verified</u>
ACH220617	06/17/2022	Auditor/Treasurer	\$848,734.22	Y / Y / Y
084314	07/22/2022	City of Big Lake	\$11,768.07	Y / Y / Y

The following disbursements/claims were pulled and verified: Treas/Clerk/Bank

<u>Voucher #</u>	<u>Check Date</u>	<u>Pay to</u>	<u>Amount</u>	<u>Verified</u>
22795	12/14/2022	TW Hauling	\$26,070.00	Y / Y / Y
USB1065	07/27/2022	Knife River	\$861,626.16	Y / Y / Y

Those selected were verified to have the original receipt, claim/disbursement in the physical files, as well as shown in the bank statements.

Board members agreed the statement of receipts, disbursements, and balances, as well as the receipts register and disbursement register were examined and audited by the Town Board and approved. They delegated the finance committee to make a recommendation to the Town meeting of the amounts necessary to be raised to meet the current and other authorized expenditures for the ensuing year.

**Announcement**

- ~ Next Regular Meeting Wednesday March 8 @ 6PM
- ~ Big Lake Lions Fish Fry – Friday March 10th 4:30 – 7PM
- ~ Annual Town Meeting Tuesday March 14 @ 6PM

**Adjournment**

Motion/Second to adjourn the Regular Meeting at 8:01 PM by: Leslie/Hedstrom. All Supervisors present approved. Motion Prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 8th day of March 2023, by the Town of Big Lake Board of Supervisors.

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

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