



Regular Board Meeting  
Wednesday April 12, 2023 6:00 PM

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday April 12, 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 Larry Alforde, Supervisor Norm Leslie, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Cannon, County Commissioner Raeanne Danielowski, Deputy Chief Steve Doran, three Scouts, two Scout leaders, one guest, and news reporter were in attendance.

Chair Aubol requested the addition to hear from County Commissioner Danielowski before the Annual Sheriff's report.

#### Approval of Meeting Agenda

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

#### Commissioner Report

Commissioner Danielowski told the Board and attendees that the County had received news that the application made for grant money was awarded to the County. The award was for \$648,800 to be used in the construction of a pedestrian bridge over the Elk River along the County Road 5 pedestrian path. Currently, pedestrian traffic uses the vehicle bridge, to cross the river. The grant is an 80:20 grant which means the County and township will be responsible for 20% of the cost to design and construct the bridge. She and the board thanked Gina Hugo and Andrew Witter for their hard work in obtaining the grant. Raeanne also mentioned that the City of Big Lake was successful in their grant application for funding of the addition of some safe routes to school and connections of paths which travel on the east side of county road 5 and pass through the township. She noted that the city's engineer, Layne Otteson will share details of this grant with the board.

#### Approval of Consent Agenda

The Consent Agenda consists of: A) Approval of Minutes Regular meeting of 03/22/2023. B) Approve List of Claims & Payroll presented. Supervisor Brenteson requested the removal of the Plaisted claim. He asked staff to investigate the increase in ice control product pricing as it was more than quoted. Staff will contact Plaisted's about the increase and report their findings to the road committee. The claim will be placed on hold until authorization to make payment is given by the board. Motion/Second to Approve consent agenda

withholding the claim from Plaisted's by: Hedstrom/Brenteson. Approved by: Alford, Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

#### Sherburne County Sheriff's monthly and Annual Report

Deputy Chief Steve Doran reported in March 2023, the department had 235 calls in the township – down in total from 266 in March 2022. The department continues to conduct many security checks, traffic stops, and medical response calls.

Deputy Chief Doran informed the group that the Sheriff's department saw an uptick in overall calls for service in 2022 from the previous two years to pre-pandemic levels. Most of the calls in 2022 were theft related. The department has a new K-9 officer – Bronco, who has been assigned to Deputy Derek Sorenson. Officer Bronco specializes in drug detection, searches, and apprehensions. There are two other K-9 officers within the department. An exclusive narcotics K-9 and a K-9 who only works in the jail. Youth safety classes are again meeting with popular courses being ATV and firearms safety. Sergeant Austin Turner was recognized by the Department of Public Safety, for his one shift "hat trick" of three DWI arrests. Sherburne County Jail Programs in partnership with Amazing Grace Recovery Program received the Dave Grant Program of the Year Award from the Minnesota Jail Programs and Services Executive Board. The Department Partnered with the MN State Patrol, Wright County Sheriff's Office, and Stearns County Sheriff's Office to provide increased traffic safety enforcement in the three-county area. The focus was on speed enforcement and an awareness effort along Interstate 94 and Highway 25. It is the first ongoing traffic safety effort in the region. The Sheriff's department has been involved with the Special Olympics, since 1995. Annually personnel participate in the Law Enforcement Torch Run in its final leg to the Minnesota games. In 2022, Sgt. Nabil Gubash was selected by Special Olympics MN to represent Minnesota, at the USA Games in Orlando, Florida. Currently there are 500 detained in the jail with a capacity of 750. This requires the department to have its own medical clinic to provide 24/7/365 care to inmates. A new partnership with the national provider, Wellpath, was established in September 2022. The clinical staff assist with physical, emotional, and psychiatric needs of the inmates. Chief Deputy Doran noted that Sherburne County also has an issue with overdose calls where fentanyl is involved. For that reason, all squads carry naloxone (Narcan) and the department partners with Minnesota Central Health who provides co-responder clinicians. The 2-year partnership with MCH is making a difference. He also noted that the number of people entering the field of law enforcement is down. However, Sherburne County has been less affected by this than other departments in the state, due to the support of the County Board of Commissioners.

Open Forum NONE

#### Regular Business

Staff told the board the date for the Annual Dog Vaccination Clinic and Well Water testing for nitrates had been set. The event is scheduled for Saturday September 9<sup>th</sup> and will run from 9:00 AM – 12:00 PM.

#### Orrock Request File Storage Permission to Store Files

Clerk Kimberly-Maas informed the Board that the Orrock electorate authorized the construction of a new town hall, during their Annual Meeting. While rebuilding, they will need secure, climate-controlled, storage space, for some of their records. Chris Weber, Orrock Town Clerk, inquired if there would be any availability of space within Big Lake Township's building. Clerk Maas and Deputy Clerk Cannon will be able to create some shelf space in the secured

file room to accommodate the needs of Orrock Township. The space may be needed as early as mid-2023 until the end of the year or early 2024.

Should this board and Orrock board authorize this arrangement; Chris Weber will be issued a key and access code to the secured file room. Clerk Weber has contacted MATIT and learned their insurance policy will cover their files while they are housed here.

Chris will communicate the construction and storage need schedule, once it is established.

Motion/second to authorize space for the temporary storage of Orrock township files, during the construction of Orrock township's new town hall by: Leslie/Alfords. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

#### Amend December 14, 2022 Regular Meeting Minutes

During preparations for this meeting, Clerk Kimberly-Maas reviewed the approved minutes from the December 14, 2022 meeting to affirm the board authorized the dedication of ARPA funds for the security system upgrade. She noticed the motion in the approved minutes released town funds – but did not specify them as ARPA obligated funds. If it was the intent of the board to obligate and utilize ARPA funds for the payment of the projects discussed the motion should be amended to specify the obligation of ARPA funds.

Motion to revise the motion in the December 14, 2022 minutes to state, **“Motion/Second to obligate American Rescue Plan Act (ARPA) funds for the six (6) maintenance and enhancement items listed above by: Brenteson/Hedstrom. Approved by: Aubol, Brenteson, Hedstrom, and Leslie. None opposed. Motion prevailed.”** by: Bruce Aubol. Seconded by Supervisor Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

#### Security System Upgrade

Deputy Clerk Cannon worked with the building and parks committee and Jeremy Rosenberg, Project Manager from Lech Audio Video, to define the scope of the security system upgrade. New cameras will be installed to ensure the perimeter of the town hall building and park features are monitored, a TV monitor will be installed on the office wall for live NVR viewing, a wireless door chime for the front vestibule door, prewiring will be done for future camera needs. In December, staff estimated the cost of the project at \$37,000 actual cost is \$43,830.16. Due to availability issues, a second camera manufacturer was needed to fulfill our requirements. However, the cost of the cameras will not exceed the proposal amount. An optional USB extender, for the wireless mouse and keyboard is shown on the proposal - price is not reflected in the total. If the extender is needed staff will update the board of the additional cost. Lech requires \$32,872.50 to be paid prior to scheduling installation, so equipment can be ordered and purchased.

Motion/second to release \$32,872.50 of ARPA funds toward the installation of security system upgrades by: Hedstrom/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

#### Permission to camp

Senior Scout, Gabe Winter, asked the Board for permission for his Scout group – Troop 93, could camp in the park over the weekend of May 13 – May 14, 2023. The group would use the area where the cabin used to stand. Some vehicles would be parked in the lot overnight. Gabe said the group will be assisting with ditch clean-up the morning of the 13<sup>th</sup> and plans to

arrive at the park around 3:00PM. He thinks they will be leaving around 9:00AM the following morning.

Motion/second permitting Scout Troop 93 to camp in the township's Lions Park the weekend of May 13 – 14, 2023 by: Leslie/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

Staff will inform Sherburne County Sheriff's Department of the camp out and the vehicles parked, on the grounds overnight.

### Roads

Supervisor Brenteson told the Board that crews have been attending to the many potholes that have erupted. Currently they are using cold mix as a remedy and hope the hot-mix plants will open at the end of April or early May.

Supervisor Brenteson also brought forth information pertaining to the replacement of existing mailbox posts with swing-away posts, as part of the 2023 overlay and UTBWC projects. Clerk Kimberly-Maas was able to find out there are roughly 260 posts in the project areas and replacing them would cost approximately \$235 each – a total cost of over \$60,000. Supervisor Alfords noted the additional amount is 0.5% of the total cost of the project. If a new mailbox were also to be provided, the cost per post increases \$35 - \$45. The Board discussed using a waiver form for residents who prefer to keep their existing posts and the best way to track any waivers. Discussion on whether replacing E911 signs would be a 2023 project. Supervisor Alfords said evaluating E911 signs would be added to the Road Tour list. Mark Hart, who was in attendance with the Scouts, noted he is not the township's legal counsel. But as a lawyer he said the discussion brought up some valid concerns. He said a variance to the town's mailbox ordinance might be the best option. The variance would be recorded at the County Recorder's office and the record would be "attached to the land". Staff will reach out to Peter Tiede, the town's lawyer, for additional thoughts and guidance. Staff will also touch base with Becker township to see if they have an "opt out" procedure. Additionally, staff will request a quote for diamond grade E911 signs and posts, for all addressed parcels within the township. Follow-up will be done at the April 26, 2023, meeting.

Supervisor Brenteson stated the road committee is working to schedule a meeting with Andrew Witter, County Engineer, to discuss the County Road 43 project and the township's cost share obligation of the project.

Motion to set the Spring Road Tour for Tuesday April 18 – 19, 2023. The tour will leave from the town hall, at 8:00AM on Tuesday. The tour will resume on Wednesday with the time of commencement to be set the previous day by: Alfords/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

### Supervisor Updates

Supervisor Leslie told the Board the Building and Parks Committee met and discussed park maintenance projects slated for 2023. They included adding lime to the ball fields, removal of portions of the sidewalk adjacent to the north side of the building and replacing the sections with wood chips or another material, replacing the railing on the east side of the building, adding tamarack chips to the playground, adding more class II granite to the trails, rebuilding the garbage containment area, and possibly constructing a pickle ball court near the northwest corner of the parking lot. The pickle ball court may be eligible for reimbursement from the Parks Fund held by Sherburne County. Quotes are being obtained for fertilization and

weed control at the township's Lions Park. The committee also met with Aaron Schiemann – Legacy Landscaping about groundskeeping for the park, boat landing, and Bailey Station Cemetery. The company took over for the previous vendor in 2022 and performed up to the expectations of the committee. The committee requested a quote for services in 2023-24 and determined it was a good fit for the needs. Legacy will perform routine grounds maintenance for all three areas (township's Lions Park, 166<sup>th</sup> St. boat landing, and Bailey Station Cemetery), including the start-up and shut-down procedures, for the park. Routine maintenance of the irrigation system is included in the contract – up to 25 heads replacement. The contracted price is under \$50,000 and will be paid monthly – April through October. The bigger maintenance and upgrades which were mentioned are not part of the negotiated contract price, and separate quotes will be requested for those items.

Motion/second to enter into a two-year contract with Legacy Landscaping for routine grounds maintenance at the Big Lake Township's Lions Park, 166<sup>th</sup> Street boat landing, and Bailey Cemetery Station by: Alford/Leslie. Approved by: Alford, Aubol, Brenteson, Hedstrom, and Leslie. None Opposed. Motion Prevailed.

Supervisor Aubol inquired if the Board would like to set a separate meeting to discuss Sherburne County's proposed comprehensive land use map with County Planner, Marc Schneider. The Board concurred a workshop meeting would be in order.

Motion/second setting a workshop meeting to discuss Sherburne County's proposed comprehensive land use map on Tuesday April 25, 2023 at 9:00AM, at Big Lake Township town hall by: Hedstrom/Brenteson. Approved by: Alford, 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. He stated all fund balances are dropping, but his only concern is the Road Fund. He said that the 2023 snow removal budget was increased to \$254,000 and we are already over budget by \$198,038.63. He stated the board may need to consider obligating ARPA funds for snow removal. Currently \$270,000 ARPA funds have been obligated. Ken reviewed the Fire Capital fund noting the need to increase the levied amount for the fund in the future to ensure the town has money for the future capital needs of the department. The town treasury began 2023 with \$2,848,445.42, taking in \$215,232.73, spent \$905,272.31 giving an ending balance (less escrows) as of April 11, 2023 of \$2,158,405.84. Including escrows, the total town treasury was \$2,687,091.77. *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/Brenteson. Approved by: Alford, Aubol, Brenteson, Hedstrom and Leslie. None opposed. Motion Prevailed.

#### Announcement

- ~ Local Board of Appeal & Equalization meeting Thursday April 13, 2023 at 9:00AM at the town hall.
- ~ Next regular board meeting on Wednesday April 26, 2023 commencing at 6PM, at the town hall.

Adjournment

Motion/Second to adjourn the Regular Meeting at 7:45 PM by: Leslie/Alfords. All Supervisors present approved. Motion Prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 26th day of April 2023, by the Town of Big Lake Board of Supervisors.

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

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