



Regular Board Meeting  
Wednesday June 28, 2023 6:00 PM

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday June 28, 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 Alford, Supervisor Laura Hayes, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Cannon, Richard Helms, Sergeant Austin Turner, Fire Chief Seth Hansen, and news reporter were in attendance.

#### Approval of Meeting Agenda

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

#### Approval of Consent Agenda

The Consent Agenda consists of: A) Approval of Minutes Regular meeting of 06/14/2023. B) Approve List of Claims & Payroll presented. Motion/Second to Approve consent agenda by: Brenteson/Alford. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion Prevailed.

#### Sherburne County Sheriff's monthly

Sergeant Austin Turner reported in May 2023, the department had 258 calls in the township. Call for service has increased but vehicle stops are down. Despite deputies running security checks and extra patrols, there have been some auto thefts from businesses along HWY 10, and a burglary off CSAH 15. Resident complaints of excessive speeding on Old County Road 79 resulted in a Sheriff's department speed study. The findings was sporadic yet consistent high speeds throughout the day. Max speeds were in 78MPH, 84MPH, and 87MPH. Supervisor Alford mentioned he hears motorcycles speeding, on the road during the day. Deputies will be monitoring the road and issuing citations. Sgt. Turner will be gathering additional information about speed limit sign posted on certain township roads, to ensure the limits posted are enforceable. Township engineer, Wes Davis is helping in this effort.

#### Big Lake Fire Department Report

Chief Seth Hansen reported in May 2023, the department responded to 43 calls – Twenty-nine (29) in the city of Big Lake, six (6) in Big Lake township, three (3) in Orrock township, and five (5) mutual aid calls. Year to date the department has responded to a total of 196 calls – City of Big Lake 135, Big Lake Township 37, Orrock Township 12, mutual aid to Elk River 6, mutual aid to Monticello 2, and mutual aid to Clear Lake 1. May calls of interest were

six (6) fires, two (2) motor vehicle accidents, two (2) hazardous conditions (gas leak, electrical, etc.), and four (4) medical assists. May training consisted of a live burn trailer where members donned their SCBA equipment and entered the trailer. Independence Day fireworks safety reminders from the Chief included to use only legal fireworks, never allow children to play with or ignite fireworks, never try to re-light or pick up fireworks which have not ignited fully, keep a bucket of water or hose nearby, and light fireworks one at a time and move out of the way after igniting them.

### Open Forum

Resident Richard Helms, 20417 213th Ave NW, Big Lake, MN 55309 was present to inquire on the installation of his E911 sign. The sign had been on his mailbox post, which was knocked over during snow removal activities. The post has since been replaced, but the E911 sign remains uninstalled. Supervisor Alfords stated the installation of the E911 post and sign are the responsibility of the homeowner, since it is not the township's standard to have them installed on the mailbox post.

### Regular Business

#### City of Big Lake EDA update – Therese Haffner, City Community Development Director

Therese Haffner, City of Big Lake Community Development Director was in attendance to update the town board on EDA activities in the City of Big Lake. She reported that the EDA had visited the following businesses, Engage Technologies Corporations/Eastey, Paragon Store Fixtures, Kelco Supply, Cargill, Premier Marine, LISI Medical, Flour City Bending, Ice-O-Metric, CentraCare, Arrow Components, and Bionote as part of their business retention and expansion program (BR & E). Big Lake EDA (BLEDA) development and redevelopment projects included BLEDA owned parcels on the SE corner of Fern St & Martin Ave. a contract has been executed between Blackbird Laundry Co. LLC & BLEDA for development of a two-story laundromat (ground level) and apartments (upper level). BLEDA owned parcel at 421 Foley Ave. is future redevelopment project property. It has had an environmental review, inspection report and analysis for qualification of redevelopment for Tax Increment Financing District completed. The former school building (attached to city hall) was purchased by the EDA, in April 2023. It is being considered for a future redevelopment/renovation project. The property needs to have an ALTA survey, phase II ESA hazardous building materials inspection, and an inspection report and analysis for qualification of redevelopment Tax Increment Financing District.

The City has issued 13 single-family building permits, in 2023. Several housing projects are underway or in planning phases. Marketplace Crossings consists of 60 market rate & affordable rental units, Prairie Meadows 3rd Addition consists of 75 single-family twin homes/townhomes, Goldenrod Glen is a 74-unit senior affordable rental project, and Prairie Rose consists of 139 detached townhomes.

Commercial and Industrial development updates included the Arrow Components project has been completed, the Big Lake Car Condos has phase 1 completed and Car Condos west preliminary and final plat has also had the PUD approved. M&M Express Sales and Services has completed construction of a 5,000 SF cold storage accessory building completed. At 310 Lake Street South (former Montessori School) an Interim Use Permit for proof of parking and a rezoning from residential to commercial to allow operation of a medical clinic approved. The building is in the process of a renovation for a dermatology clinic – summer 2023. Indoor Antique & Collector Vehicle Dealership (Big Lake Marketplace 9th Addition-166th St. NW & 197th Ave NW) has had the site plan approved for construction of a new building. Construction is planned for summer of 2023. Vision Transportation (16676 197th

Ave. NW) has its site plan for building expansion approved. Construction is planned for summer of 2023. Nord Excavation (Big Lake Marketplace 10th Addition) has a site plan review underway, for a new building.

A letter of intent had been received for the remaining lots in the Towns and City's jointly owned Big Lake Industrial Park East. However, the developer wanted to construct spec buildings and would not be able to fulfill the business subsidy requirement of the lower lot pricing, so the letter was withdrawn. The area will continue to be marketed.

The City has recently revised their zoning ordinance to allow for private well and septic on two parcels which are in the Rail Park Orderly Annexation Agreement area. There has been interest from MTL, the owner of PID# 65-026-2000, to change the zoning via a land use amendment, of the parcel from Agricultural to Industrial, for the construction of a 12,000' maintenance facility for its fleet of semi-tractor/trailers. Supervisor Alfords noted that the history of allowing for development of annexed land in OAA areas to occur, was that there would be city services provided prior to the development. This is a huge change from past practice. The orderly annexation agreement has been retrieved from the township's files and will be forwarded to Therese and town supervisors.

#### Registered Land Survey – Revised Plat of Eagle Lake Park

Lex and Sarah Traut Anderson have been working with Sherburne County Planning & Zoning to have their parcels (5) combined so that they will end up with two (3) lots (Tract A & Tract B & Tract C). The properties are Torrens parcels, therefore, a RLS is required to adjust lot lines. No new lots are being created. The County Surveyor has reviewed the preliminary and final RLS. Sherburne County Board of Commissioners approved the RLS at their meeting on March 22, 2022. The final RLS is ready for Town Board signatures but requires Town Board action before they can be signed.

Motion/Second to approve the Anderson's RLS by: Aubol/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. None abstained. Motion Prevailed.

#### Resolution 2023-13 Setting Public Hearing – Vacation of Humboldt Ave

A petition for the vacation of a segment of Humboldt St. dedicated in the plat known as Birch Lake Beach as recorded in the office of Sherburne County Recorder's Office was presented to the Board during the June 14, 2023 meeting. The portion of the road was left as UNVACATED in the action taken to vacate the segments of Humboldt vacated in 1978. Presumably to allow access to 156<sup>th</sup> St. NW for parcel 10-403-0940 (Lots 11 & 12, Block 9), which are owned by the petitioner and his wife.

The next step in the vacation process is within 30 days of being presented with the petition, the board must make an order setting a date, time, and place for a road hearing. The attached order describes, as nearly as practicable, the road proposed to be vacated, the tracts of land through which it passes. Minn. Stat. § 164.07, subd. 1, and notice indicating the affected landowners are entitled to judicial review of damages, need, and purpose as provided by law if the board establishes or alters the road.

Due to publishing deadlines and to accommodate the required minimum 10-day publication it is recommended to hold the public hearing on Wednesday, July 26, 2023, at 6PM – prior to the regular meeting.

The Board is required to inspect the proposed vacation, prior to the public hearing.

Motion/Second to adopt Resolution 2023-13 Setting Public Hearing for Vacation of Portion of Dedicated Road Easement to occur on Wednesday July 26, 2023, at 6:00PM. by:

Hayes/Alfords. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. None abstained. Motion Prevailed.

#### Preliminary Simple Plat – Menkveld Addition

Jack Menkveld made application for a simple plat – 2 parcels, to be called Menkveld Addition. The parcel, PID# 10-126-2400, was DETACHED from the City of Big Lake’s inventory by petition, on June 10, 2020. The simple plat proposes splitting the 8.3 acre parcel PID# 10-126-2400 into two parcels - a 3.11 acre and 4.36 acre parcel. The parcels will gain access via existing access points on CSAH 15. The access point for Lot 2, the lot to the south, will be accessing using existing gravel driveway next to the train tracks and Lot 1, the north lot will have a dedication to use the existing gravel driveway between Lot 1 and existing PID# 65-026-2000. The property owner has started to access the property just to the south of the existing driveway by Lot 1 which eliminates the need of an agreement or deeded access, with the easement holder/owner of PID #65-026-2000.

The board has no concerns with the proposed simple plat and made recommendation to approve the Preliminary Simple Plat – 2 parcels, to be called Menkveld Addition.

#### Roads

Supervisor Brenteson told the Board that summer project maps have been distributed to the town’s vendors. TW Hauling and Driveway Services will be working on the projects this season. Driveway Services will begin mowing the right of ways beginning in July.

The bids for ultra-thin bituminous wear course installation will be opened on Wednesday, July 12, 2023, at 5:00PM.

#### Supervisor Updates

Supervisor Aubol attended a planning and zoning advisory council meeting. The temporary IUP for Bob’s Towing was approved as was the IUP for Ziegler CAT. The request for zoning ordinance amendment made by Jim and Mary Hallila was declined by the commission. However, the request will be heard by the County Commissioners who have the final decision on amending the zoning ordinance.

#### Treasurer’s Report

Treasurer Warneke reviewed the Treasurer’s Report and Financial Statements with the Board. The town had just received notice of the second payment from the first tax collections. The funds will be deposited into the town’s bank on July 6<sup>th</sup>. The town treasury ending balance (less escrows) as of June 28, 2023 equaled \$1,100,004.66. Including escrows, the total town treasury was \$1,103,072.66 *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: Alfords/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

#### Announcement

- ~ Town hall will be closed on Memorial Day, Monday July 3 and Tuesday July 4, 2023.
- ~ BLFD JPB meeting is on Tuesday July 11, 2023 at 5:00PM.
- ~ Next regular board meeting on Wednesday July 12, 2023 commencing at 6:00PM, at

the town hall.

Adjournment

Motion/Second to adjourn the Regular Meeting at 7:07 PM by: Hayes/Hedstrom. All Supervisors present approved. Motion Prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 12th day of July 2023, by the Town of Big Lake Board of Supervisors.

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Bruce Aubol, Chair

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