



Regular Board Meeting
Wednesday October 11, 2023 6:00 PM

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday October 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 Larry Alford, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Treasurer Assistant Becky Guthrie, Sergeant Austin Turner, Ashley Meagher – Schlenner & Wenner, Dave Lucas – Sherburne County Solid Waste Administrator, Marc Schneider – County Planner, Gabrielle Holman – County Environmental Specialist, Raeann Danielowski – County Commissioner, news reporter, and one guest were in attendance.

Approval of Meeting Agenda

Motion/Second to accept the presented Agenda by: Brenteson/Hedstrom. Approved by: Alford, Aubol, Brenteson, and Hedstrom. 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 09/27/2023. B) Approve List of Claims & Payroll presented. Motion/Second to Approve consent agenda by: Alford/Brenteson. Approved by: Alford, Aubol, Brenteson, and Hedstrom. None Opposed. Motion Prevailed.

Sherburne County Sheriff's monthly

Sergeant Austin Turner reported in September 2023, the department had 237 calls in the township. Sergeant Turner said the number of calls remains consistent. The trend of thefts and suspicious activity continues. Including windows broken at the KSTV tower. There have been some school bus stop-arm violations, but no citations have been able to be issued. He had no other significant items to report.

Open Forum

NONE

Request to Use Parking Lot for Off-site Wedding

The resident who lives at 22922 190th St. NW (County Road 75) is holding her wedding on Saturday October 28, 2023. Due to the lack of parking at her home located at 22922 190th St. NW (County Road 75), and safety concerns of limited shoulders on County 75, the resident has requested to be able to allow her guests to park in the township's parking lot. Guests would be arriving at the lot around 3PM and could potentially have their vehicles parked until

after park closure at 10:00PM – perhaps after midnight, for guests to attend the reception and dance at the home. Shuttle service between the locations, would be privately provided.

The town hall has been rented for an event, on Saturday 10/28/2023. Brenda spoke with the facility's renter who said the planned event should be done or close to wrapping up, by 3:00PM. So, there should be no interference with the event parking.

The Board discussed the request to use the parking lot and had no concerns. Sargeant Turner will relay the information to dispatch and the deputies who will be on patrol that evening.

2022 Audit Findings

Ashley Meagher - CPA Manager, with Schlenner, Wenner & Co., was in attendance to present the 2022 audit findings, letter to governance, financial statements, and state report. An extension was granted by the Office of State Auditor to accommodate the township's schedule, so the audit was performed via electronic means prior to the team being onsite August 1, 2023. Ashley reported the audit went smoothly as there is a positive working relationship with the audit team and town staff. There were no unusual recorded transactions or accounting policies/treatments noted. The areas reviewed included contracting and bidding, depositories of public funds, public indebtedness, claims and disbursements, and miscellaneous provisions. There were no findings, and the Town received an unmodified or clean opinion. A copy of the full audit is retained and available for public viewing.

Motion to accept the 2022 Annual Audit Report as presented by: Alford/Hedstrom.
Approved by: Alford, Aubol, Brenteson, and Hedstrom. None opposed. Motion prevailed.

Sherburne County Planning & Zoning Updates

Marc Schneider, Senior County Planner presented updates from the planning and zoning office. He reported the department has handled 10 new home permits, 315 other permits, reviewed 5 wetland and 10 shoreland items, handled 1 ordinance amendment, 6 CUP/IUP, 10 variances, 6 ordinance violations, opened 13 and closed 10 solid waste violations, 40 septic permits, and opened & closed 17 septic violations for the township. The county's comprehensive land use plan is in its final stages and will be presented to the county board for their approval at their upcoming meeting. The zoning and subdivision ordinances will be reviewed and revised as the next large project. An interactive, online permit submission program has been in the works and will go live to the public soon.

Dave Lucas – County Solid Waste Administrator and Gabrielle Holman presented updates from the solid waste division. Their department provides the following services. Licensure to solid waste facilities, provide residential enforcement, administrate the select committee on recycling and the environment (SCORE) grant program. They provide outreach through the Environmental Educator, Business Educator, Waste Wizard, and assist residents on how to properly dispose of materials. They facilitate financial assistance for failing residential septic systems and a low interest loan program, and a low-income grant program. They also provided information on the permanent household hazardous waste facility, in Sherburne County survey sent to the board. They noted that Sherburne County consists of highly permeable soils (sands) and high-water tables that are susceptible to contamination. Chemicals such as mercury in groundwater pose health risks to people especially if their source of drinking water is from a well. Improperly stored HHW occurs in this County along with illegal disposal. The concern is the distance to the facility in Stearns County is further than residents would care to drive to safely dispose of the items. Another study is also being conducted to determine how much and from where, food waste/organics, aka Source Separated Organics (SSO), are going

into the landfill – which is quickly filling since the closure of the GRE solid waste burning unit. Part of this study will be to look for solutions other than putting the SSO waste into landfills. After hearing from Dave and Gabby, the supervisors felt they had enough information to provide answers to the survey sent for their input. Board members will fill out the survey and get their responses to Brenda for compilation and submission.

BLFD request – Extrication Equipment for E22

Chief Hansen made a request to be able to purchase a battery-operated set of extrication equipment, which will be placed on Engine 22 (E22). He provided a quote from Heiman Fire Equipment, in the amount of \$40,816.00. Supervisor Hedstrom informed the Board the department has three sets of extrication equipment which are housed on Engine 1, Ladder truck, and Rescue 15. The proposed Genesis extrication equipment will be able to open new cars which are built with rolled steel. There are funds available, according to Treasurer Ken Warneke. Ken asked if the bid was a state bid. If not at least one other bid needs to be acquired. Supervisor Hedstrom will ask if Heiman is a state bid vendor. Supervisor Hedstrom also mentioned there should be some donation funds which have been dedicated for the purchase of extrication equipment.

Motion/second to authorize the purchase of a set of Genesis extrication equipment from Heiman Fire Equipment in the amount of \$40,816.00, to be placed on Engine 22 – contingent on the bid being a state bid. With donations dedicated for extrication equipment will be used toward the cost by Brenteson/Alfords. Approved by Alfords, Aubol, Brenteson, and Hedstrom. None opposed. Motion prevailed.

Roads

Maintenance

Supervisor Brenteson reported crack filling operations will be wrapping up in the next week or so. The second ROW mowing – double wide, has begun.

Overlay & UTBWC Update

Shouldering and seeding are completed on the overlay projects. In preparation for the UTBWC overlays, patching was done on 156th St and signs have been erected. The milling and product application will begin soon.

Liberty Parking Redesign

Road Committee members, town engineers, school facilities manager, and engineers from their design firm will meet tomorrow (10/12/2023) to review the plans for redesign of access to Liberty Elementary and its access points to 205th Av.

Fall Road Tour

Road committee members discussed when to complete the fall road tour. Supervisors Alfords, Brenteson and Ken Warneke will conduct the fall tour beginning on Tuesday October 17, 2023. The tour will leave the town hall at 8:00AM. The tour will resume on Wednesday morning at the time determined by the group on Tuesday. Notice will be posted at the town hall.

Supervisor Updates

Supervisor Hedstrom announced the fire department's annual open house will be held on Saturday October 14 from 10AM – 2PM. Engine 12 has been decommissioned and Engine 22 will be in service the week of October 16, 2023.

Supervisor Aubol noted there has been little action on the bluebird house, Eagle Scout project.

Treasurer Business
Treasurer’s Report

Treasurer Warneke presented the cash balance statement and interim financial reports for the General, Road, Road Fund, Big Lake Fire, and Big Lake Fire Capital funds. The town treasury ending balance (less escrows) as of October 11, 2023 equaled \$2,520,631.11. Including escrows, the total town treasury was \$2,616,183.98 *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, And Hedstrom. None opposed. Motion Prevailed.

Announcement

- ~ Veteran’s Pork Chop Dinner @ Town Hall, Saturday October 14 from 11AM – 2PM. Veteran’s, Active Military & Guest will be served.
- ~ Next Regular Town Board meeting on Wednesday October 25, 2023 commencing at 6:00Pm.

Adjournment

Motion/Second to adjourn the Regular Meeting at 7:37PM by: Hedstrom/Brenteson. All Supervisors present approved. Motion Prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

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

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk