



Regular Board Meeting
Wednesday October 25, 2023 6:00 PM

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday October 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. The meeting was called to order by Chair Bruce Aubol and the Pledge of Allegiance was recited. Vice-Chair Dean Brenteson, Supervisor Larry Alfords, Supervisor Laura Hayes, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Treasurer Assistant Becky Guthrie, County Commissioner Raeanne Danielowski, Fire Chief Seth Hansen, and news reporter were in attendance.

Approval of Meeting Agenda

Motion/Second to accept the presented Agenda by: Hayes/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, 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 10/11/2023. B) Approve List of Claims & Payroll presented. Motion/Second to Approve consent agenda by: Hedstrom/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion Prevailed.

Big Lake Fire Department Monthly Report

Chief Seth Hansen reported in September 2023, the department responded to 46 calls – Thirty-one (31) in the city of Big Lake, fourteen (14) in Big Lake township, none (0) in Orrock township, and one (1) mutual aid call –Elk River. Year to date the department has responded to a total of 348 calls – City of Big Lake 238, Big Lake Township 81, Orrock Township 16, mutual aid to Elk River 7, mutual aid to Monticello 3, mutual aid to Clear Lake 1, and mutual aid to Becker 2. August calls of interest were two fires, three motor vehicle accidents, four hazardous conditions (gas leak, electrical, etc.), nine medical assists, and assisted with missing person search. September training consisted of full-scale exercise with Metro-transit and BNSF. The training scenario was a derailed train, evacuating personnel/passengers, and locating those with disabilities and evacuating correctly, interaction with train and transit workers, shutting down train, and pulling windows. Department members also toured the facilities to gain an understanding of the layout and all the components in the buildings. Engine 22 has been delivered and the traditional push into the station was performed by the membership. County road 43 construction is progressing. The station's apron has been replaced, curbs and gutters are installed on the road and paving is scheduled for the week of the meeting. The section of improvements in front of the station are almost completed for this season.

The department has hired five new members. One of them has six years' experience on

the Osseo department.

Open Forum
NONE

Request to Establish Parking on ROW of 156th St. NW

Resident Jerry Kelly is changing the scope of the project. He would like to establish parking alongside the road to minimize the amount of non-previous surface impacting his lot. The square footage needed for parking will impact the size of his addition.

Jerry is requesting enough room to park 2 vehicles along the roadway, using 4' of the ROW as part of the parking area. The minimum parking space size requirement is 9' x 18', per Sherburne County. The request is for permission to utilize 4'W X 36'L of the ROW adjacent to PID# 10-102-3418, 22188 156th St. NW, Elk River.

This would be for personal parking of vehicles while the cabin is being occupied. The cabin is generally used for recreational purposes, mostly during the summer months. However, it may also be used during the winter season. Long term parking of any type is not planned. Jerry has indicated he would like to be able to install class 5 or crushed concrete for parking surface – “a minimalistic approach to surface improvement”.

The ROW of 156th St. NW is 34' according to survey done for metes and bounds area known internally as Dawson's Addition. The bituminous surfacing of 156th St. NW is 19' leaving 5' unpaved area. Supervisor Brenteson has viewed the area and estimates the same to be true.

Should the Board decide to allow Mr. Kelly to utilize a portion of the ROW for personal parking, Mr. Kelly will need to make application with the town for a license agreement, which will be recorded for the parcel.

The Board discussed the request to use the ROW for parking and determined it would be a safety concern and requested Clerk Maas to draft and send a letter on the Board's behalf stating parking on the ROW will not be allowed.

Election Allocation 2023: For Voting Operations, Election Technology – Initial information for Board

Clerk Maas explained to the Board that per Chapter 62: Article 1 Section 43 & Chapter 62 Article 4, Section 6 the following is being shared with Sherburne County Cities and Townships: Total Amount received by Sherburne County was \$20,442,68 for use in Voting Operations, Technology and Election resources.

The OSS has determined the County allotment to be \$20,442.68

The based following formula and number of registered voters in the township as of May 2022; Big Lake Township is eligible to receive \$463.66. Fifty percent (50%) percent to county, 25% to all municipalities/townships, 25% to county/city/township responsible for administering AB, in proportion to share of registered voters in the county.

The funds can be spent on the following eligible expenses, for the primary election to be held in August, or November's general election: (1) equipment; (2) hardware or software; (3) cybersecurity; (4) security-related infrastructure; (5) capital improvements to improve access to polling places for individuals with disabilities; (6) staff costs for election administrators, election judges, and other election officials; (7) printing and publication; (8) postage; (9) programming; (10) local match for state or federal funds; and (11) any other purpose directly related to election administration.

NOTE: The cost to administer the PNP election are reimbursable under MN Statute 204B.32, so these funds are ineligible to be used for PNP election expenses.

After reviewing Chapter 62: Article 11, Section 43, Brenda requested additional information from the county election specialist, Ken Selser. As the language of the chapter indicates another disbursement of funds in 2024. Such as will the town be able to combine the distributions to pay for eligible expenses incurred to administer the 2024 primary and general elections. This may determine if the town wishes to keep the funds or return them to the county, as the expenses for which the distributed funds are used will need to be tracked and reported back to the county auditor's office. The cost to track the use of the money may end up being more than the allocation.

It is the recommendation of Clerk Maas to retain the funds at the township level and she will use them to purchase additional election equipment, such as privacy shields.

Letter from Sherburne County Sheriff & Engineer: State of Minnesota's Speed/Traffic Signs Retro-Reflectivity Standards Compliance

Much discussion regarding posted speed limit signs and their enforceability – brought to us by Sgt. Turner during his update in July 2023, has prompted County officials to contact all townships via letter.

There are a few factors contributing to the discussion on whether posted speed limits are enforceable.

First is language change to MN Statute 169.14 Subd. 2 which defines roadways and dictates the speed limits on those roads. The largest impact is the change from 30MPH on Rural Residential roads to 35MPH, the requirements that the local road authority adopt the appropriate road definitions & speed limits, as well as posting the roads for the limits to be enforceable. There was a grace period given which allowed Local Road Authorities time to install signage which complied with the new speed limits. (At the bottom of MN Statutes 169.14 is the following: NOTE: Subdivision 5f, paragraph (b), as added by Laws 2009, chapter 56, section 5, expires when the speed limit signs erected before August 1, 2009, are replaced. Laws 2009, chapter 56, section 5, the effective date.)

In 2012 the State of Minnesota established that speed signs or other traffic signs needed to meet the State of Minnesota's retro-reflectivity standards as set forth in MNMUTCD. The State required local road authorities to either meet the MNMUTCD standards or have a plan in place to become compliant by 2012.

The Town adopted the Road Sign Inventory, Retro-Reflectivity Compliance Evaluation, and Replacement Policy on December 14, 2011. Due to software and hardware changes, the town needed to have Bogart, Pederson complete an inventory of our signs, which has been done and the information sent to staff.

Unfortunately, the retro-reflectivity study is yet to be completed. This is due to the stringent requirements and cost to use the visual nighttime inspection method, named in the policy. There are other ways to accomplish the retro-reflectivity study including using a reflectometer. Sherburne County Public Works was contacted to find out how they determine the retro-reflectivity of their signs. They opted to implement a replacement schedule because the nighttime visual inspection and reflectometer methods are labor intensive and would need to be done annually.

Sherburne County Sheriff's office has been involved with the Safe Roads Coalition program. This program works to increase safety by targeting issues such as speed. The County is recommending that in the process of ensuring our compliance with the State's retro-

reflectivity standards, we review and verify the speeds that are posted on town roads. To ensure they are enforceable.

Supervisor Alford's stated we need to find out if the sign inventory includes the ages of our signs, how the township could use the information to ensure the retro-reflectivity standards are met and implement a replacement schedule. Clerk Maas will contact Bogart-Pederson to arrange a meeting to discuss this.

Roads

Fall road tour is complete. There are major issues of tree and brush overgrowth. Both TW Hauling and Driveway Services are equipped to assist in this work and will be given areas to clear. The UTBWC overlay is done, and striping will be completed in the next week or so.

Supervisor Updates

Supervisor Brenteson reported that the road committee met with TJ from ISD 727, their engineering firm, and our engineers to review the plans for another entrance from 205th Ave. into Liberty Elementary School. The proposed plan will alleviate congestion in the morning and afternoon when parents drop and pick up their children from school. The project is slated to begin in 2024.

Treasurer Business

Treasurer's Report

Treasurer Warneke presented the cash balance statement and interim financial reports for the general and road funds. The town treasury ending balance (less escrows) as of October 25, 2023 equaled \$2,413,890.38. Including escrows, the total town treasury was \$2,509,443.25. Becky Guthrie, Treasurer's Assistant, helped Ken to pull together financial comparisons of Big Lake Township and other townships of similar size and tax capacities. The information was included in the financial packet. *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/Alford's. Approved by: Alford's, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Announcement

- ~ BLFD JPB Regular meeting on Tuesday November 7, 2023 at 6PM and will be held at the fire station.
- ~ Next Regular Town Board meeting on Wednesday November 8, 2023 commencing at 6:00PM.
- ~ PELL Study Open House for the HWY 25 /Bridge Crossing will be held at the Monticello Community Center on November 6th between 4PM and 6PM. A virtual option will be available on 11/8/2023 from 11AM – Noon.

Adjournment

Motion/Second to adjourn the Regular Meeting at 7:21PM by: Hayes/Hedstrom. All Supervisors present approved. Motion Prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

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

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk