



Regular Board & Reorganizational Meeting
Wednesday January 10, 2024 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday January 10, 2024, 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. Supervisor Larry Alfords – via telecommunications, per MN Statute Stat. 13D.02, Vice-Chair Dean Brenteson, Supervisor Laura Hayes, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Treasurer Assistant Becky Guthrie, Sargeant Derek Barrett - Sherburne County Sheriff's Department, County Commissioner Raeanne Danielowski, one guest, and newspaper reporter were in attendance. All voting was done by roll-call due to Supervisor Alfords' telecommunication attendance.

Approval of Meeting Agenda

Motion/Second to accept the presented agenda by: Hedstrom/Hayes. All Present Supervisors Approved. 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 12/13/2023, Regular meeting 12/20/2023. B) ratify claims and payroll paid between 12/13/2023 and 01/10/2024 and approve List of Claims & Payroll presented for payment on 01/10/2024, C) Call for Local Board of Appeal and Equalization meeting on Thursday April 11, 2024, commencing at 9:00AM, at Big Lake townhall. Motion/Second to Approve consent agenda by: Brenteson/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion Prevailed.

Sherriff's Report

Sergeant Derek Barrett reported 189 calls in the township, for the month of December 2023. Sergeant Barret said no serious calls occurred. The department continued to respond to attempts to access and climb the tv tower on 176th St.

Open Forum

NONE

Regular Business

IUP Request – 10-00120-3220 Ibrahim

Ibrahim Ibrahim applied for an IUP to allow for the sale of vehicles on the property located at 18005 198th Ave. NW, Big Lake, MN 55309. A similar business was previously selling vehicles from the location, for which the Board had recommended approval. The Board had no concerns with the IUP request and recommended approval to the Sherburne County Board of Adjustment.

Meadow Estates South – Preliminary and Final Plat

Both the preliminary and final plats were presented to the Board for their recommendation to the Sherburne County Planning Advisory Board. Developer Dan Berning was present to answer any

questions from the Board on his application for Preliminary and Final Plat of Meadow Estates South. There were some concerns brought forth by the town's engineer, Sherburne County Public Works, and Planning and Zoning which had been addressed by the developer. One of those concerns was the need to get an encroachment agreement from Xcel Energy as four of the parcels (Lot 3 & 4, Block 1 and Lots 5 & 6, Block 2) have the high-voltage power lines running through the southern part of them. The developer has a purchase agreement with the owner of PID 10-00109-2105 (17428 COUNTY ROAD 83 NW, BIG LAKE MN). The agreement is for the purchase of a 32' easement. The agreement includes relocating the property's driveway, so it connects to the future stub road – to be named 220th Ave. NW. The stub road will remain unimproved until development occurs to the west of the Meadow Estate South. The developer would like to be able to grade and install class five or similar aggregate to the stub road which will be used as a private driveway accessing 174th St. NW. The driveway for Lot 3, Block 1 will pass through a township drainage and utility easement. Prior to the County Attorney signing off on the plat, an encroachment agreement will need to be issued by the Board. Should the Board authorize entering into a license agreement for the driveway, the legal description and depiction of the encroachment will be obtained from the developer's engineer.

The Board approved the improvements of adding aggregate to the future road of 220th Ave. to be used as a private driveway giving access to 174th At. NW for the property and residence of PID 10-00109-2105. A new address for the parcel will be assigned by Sherburne County's GIS department.

The Board recommended approval for the preliminary plat of Meadow Estates South.

The Board recommended approval for the final plat of Meadow Estates South.

Motion/second to approve encroachment agreement for Lot 3, Block 1 for a driveway to travel through the town's drainage and utility easement by: Hedstrom/Hayes. Approved by Alford, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Roads

Supervisor Brenteson reported the plow vendors were out plowing after the recent snowfall and treated the roads for icy conditions.

The trimming work is progressing and is wrapping up on 211th Ave.

The road committee is working with William Tessmer – town engineer, to define 2024 road maintenance projects. Wages will likely be where an increase over 2023 pricing will be seen with oil prices remaining close to the same as seen in 2023.

Business from the Board – Committee Reports/Updates

Supervisors Hayes and Hedstrom met as the Personnel Committee and are looking at making recommendations at the next Board meeting for vacation and holiday policies. They will also be working on an employee handbook.

Supervisor Aubol will be attending the Planning Advisory Board meeting on January 18th and will miss the Joint Community Meeting being held at the same time in the City of Big Lake.

Supervisor Brenteson will be attending the CMRP meeting in February. The group has a firm working on a purpose and needs survey for a new Mississippi bridge crossing. They are also finalizing the process of establishing the group as a non-profit to allow private entities to join and engage in the discussion. This will also allow for funding from private entities.

Treasurer's Report

Ken reviewed the Treasurer's Report and financial statements with the Board. He informed the final installment was paid to Sherburne County for the turn-up of 209th Ave (County Road 94) and turn-back of Old County Road 79. He reminded the Board that the interest is held in the Road and Bridge fund throughout the year and is allocated to all the funds with one entry to the CTAS system, at year

end. This entry was done, the results were in the claims reviewed prior to the meeting, and reflected in the meeting's interim financial report. He and Becky Guthrie have started on the 2024 budget. Committees are working to get upcoming plans to him, and he hopes to have a preliminary budget for the Board soon.

The town treasury ending balance (less escrows) after payment of approved claims was \$2,949,544.12. Motion/Second to approve the Treasurer's report by: Alfords/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.
Financial Reports are retained as part of the Official Minutes, which are available in the Clerk's Office.

Annual Reorganizational Meeting

Election of Chairman of the Board & Vice-Chairman of the Board

Supervisor Alfords nominated Bruce Aubol to remain as Board Chair. Chair Aubol accepted the nomination. Motion/second to re-elect Bruce Aubol as Chairman of the Town Board by: Alfords/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Supervisor Aubol nominated Dean Brenteson to remain seated as Vice-Chair. Vice-Chair Brenteson accepted the nomination. Motion/second to re-elect Dean Brenteson as Vice-Chair of the Town Board by: Hayes/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Appointment of Clerk, Treasurer, and Treasurer Assistant

Aubol called to re-appoint Kenneth Warneke to the position of Town Treasurer. Seconded by: Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Alfords called to re-appoint Brenda Kimberly-Maas to the position of Town Clerk. Seconded by Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Hayes called to re-appoint Becky Guthrie to the position of Treasurer's Assistant. Seconded by Aubol. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Resolutions Authorizing Contract with Interested Officers Under MS § 471.88 Subd. 5

Motion/Second to adopt Resolutions 2024-01 Authorizing Contract with Interested Officers – Larry Alfords by: Aubol/Hedstrom. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. Alfords abstained. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2024-02 Authorizing Contract with Interested Officers – Bruce Aubol by: Hedstrom/Hayes. Approved by: Alfords, Brenteson, Hayes, and Hedstrom. Aubol Abstained. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2024-03 Authorizing Contract with Interested Officers – Dean Brenteson by: Aubol/Hedstrom. Approved by: Alfords, Aubol, Hayes, and Hedstrom. Brenteson Abstained. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2024-04 Authorizing Contract with Interested Officers – Laura Hayes by: Brenteson/Hedstrom. Approved by: Alfords, Aubol, Brenteson, and Hedstrom. Hayes abstained. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2024-05 Authorizing Contract with Interested Officers – Mark Hedstrom by: Aubol/Hayes. Approved by: Alfords, Aubol, Brenteson, and Hayes. Hedstrom Abstained. Motion Prevailed.

Establish Monthly Board Meeting Dates/Time/Location; Legal Holiday Observation; Office Business Hours

Clerk Maas reviewed the normal meeting schedule with the Board and noted in August the Primary Elections will be held the day prior to the first normal meeting. She recommended the first meeting be postponed. She also noted that the Board will need to meet to canvass the town election results on Tuesday November 12, 2024, and suggested the Board hold their regular meeting following the canvassing. The Board discussed these considerations and determined they will only set a regular meeting the fourth Wednesday of August. Should the need arise for an additional meeting in August, a special meeting can be called. They also decided to hold their single November meeting on Tuesday November 12th at 6PM, during which they will canvass the town election results.

Clerk Maas noted there are now twelve Federal Holidays, with the 2023 addition of Juneteenth. Supervisor Hedstrom noted the town observes Veteran's Day in November, while other local governing bodies are open on that day and give their staff the Friday after Thanksgiving as a paid holiday. The Town's offices are closed for business, Friday after Thanksgiving with staff taking it as unpaid. He suggested the town also work on Veteran's Day and give staff Friday after Thanksgiving as a paid holiday, instead. Board members decided to keep the same holiday/office closure schedule as presented. Business hours are currently Monday – Thursday, 9:00AM – 4:00PM and Friday 9:00AM – Noon.

Motion/Second to adopt meeting dates as presented with the change of holding one meeting in August (08/28/2024) and holding the November regular meeting on Tuesday November 12, 2024, meetings will commence at 6:00PM unless otherwise posted by: Hedstrom/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Motion/Second to adopt office closures and legal holiday observation schedule as presented and keep town office business hours as 9:00AM to 4:00PM, Monday through Thursday and 9:00AM – Noon on Friday by: Aubol/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Adopted 2024 Meeting Schedule and Office Calendar is retained, as part of the Official Minutes, which are available in the Clerk's Office.

Ratification of the following items:

- Authorize staff to pay normal bills received and due between normally scheduled meetings.
Motion/Second authorizing staff to pay normal bills received and due between normally scheduled meetings by: Hedstrom/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.
- Authorize Treasurer to make Electronic Fund Transfers (EFTs) PERA Contributions, Payroll withholdings, tax deposits, and transfer funds between Town banking institutions.
Motion/Second authorizing treasurer to make electronic fund transfers (EFTs) for payments and between town banking institutions by: Hedstrom/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.
- Authorize Clerk to make Electronic Fund Transfers (EFTs) – PERA Contributions, Payroll withholdings, tax deposits, and between Town banking institutions.
Motion/Second authorizing clerk to make electronic fund transfers (EFTs) for payments and between town banking institutions by: Hayes/Alfords. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.
- Depository(ies) of Town Funds – First Bank of Elk River - Resolution 2024-06, Sherburne State Bank - Resolution 2024-07, US Bank - Resolution 2024-08, PMA/4M Fund (League of Minnesota Cities).
Motion/Second ratifying town funds depositories and adopting resolutions for First Bank of Elk River - Resolution 2024-06, Sherburne State Bank - Resolution 2024-07, US Bank -

Resolution 2024-08, PMA/4M Fund (League of Minnesota Cities) by: Brenteson/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

- Depository(ies) of Big Lake Fire Department Funds – Old National Bank – Resolution 2024-09, US Bank – Resolution 2024-10, PMA/4M Fund (League of Minnesota Cities).
Motion/Second ratifying town funds depositories and adopting resolutions for Old National Bank – Resolution 2024-09, US Bank – Resolution 2024-10, PMA/4M Fund (League of Minnesota Cities) by: Hedstrom/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.
- Authorize Chair, Vice-Chair, Treasurer and Clerk to open banking accounts.
Motion/Second authorizing chair, vice-chair, treasurer, and clerk to open banking accounts by: Hedstrom/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.
- Authorize Chair, Vice-Chair, Treasurer and Clerk as authorized signors on Town banking accounts.
Motion/Second authorizing chair, vice-chair, treasurer, and clerk as authorized signors on town banking accounts by: Hayes/Alfords. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.
- Establish Legal Posting Area for Town Notices – Big Lake Townhall.
Motion/Second ratifying legal posting area as town outdoor bulletin board, vestibule, and inside board room at Big Lake Townhall by: Brenteson/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.
- Establish Official Newspaper for Legal & Public Notices – Elk River Star News and Patriot News
Motion/Second establishing official newspapers as Elk River Star News and Patriot News by: Hedstrom/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.
- Confirm mileage reimbursement at current federal rate – mileage traveled for town or election business.
Motion/Second confirming mileage reimbursement at current federal rate, for travel done for town business by: Hayes/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes and Brenteson. None opposed. Motion Prevailed.

Legal Counsel

Motion/Second to retain Peter Tiede, of Geck, Duea, Olson, PLLC (GDO Law), as the town's general legal counsel and allow hiring of other legal firms to represent the town based on the town's need and firm's expertise by: Brenteson/Alfords. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Set 2024 Gopher Bounty

Motion/Second to maintain the Town's payable gopher bounty at \$3.00 per pair of front feet by: Hedstrom/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Appointment of Supervisors to Committees

Board members discussed current appointments to the various committees within the township and others where the township has representation. No changes were recommended.

Motion/Second to adopt committee lists as presented by: Alfords/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

The agreed upon 2023 Committee List is retained as part of the Official Minutes, which are available in the Clerk's Office.

Announcements

~ Clerk's office closed Monday January 15, 2024 – Martin Luther King, Jr. Day.

~ Annual Joint Community Meeting (third Thursday of January) - Thurs. January 18, 2024, 6:00 PM, in City Council Chambers.

Adjournment:

Motion/Second to adjourn Regular Board & Reorganizational Regular Meeting at 7:02PM by: Hayes/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 24th day of January 2024, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk