



Regular Board Meeting  
Wednesday January 24, 2024 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday January 24, 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, Chief Seth Hansen – Big Lake Fire 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: Hayes/Brenteson. 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 01/10/2024. B) ratify claims and payroll paid between 01/10/2024 and 01/24/2024. Motion/Second to Approve consent agenda by: Hayes/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion Prevailed.

#### Fire Department Report

Chief Seth Hansen reported in October and November of 2023, the department responded to 107 calls – sixty-seven (67) in the city of Big Lake, thirty-one (31) in Big Lake township, seven (7) in Orrock township, and two (2) mutual aid calls. The total number of responses in 2023 was 456 calls: City of Big Lake 305, Big Lake Township 113, Orrock Township 23, mutual aid to Elk River 9, mutual aid to Monticello 3, mutual aid to Clear Lake 1, and mutual aid to Becker 2. October and November calls of interest included nine fires, eight motor vehicle accidents – one involved a pedestrian, nineteen hazardous conditions (gas leak, electrical, etc.), and eleven medical assists. Even with the day of week change to Saturday, inclement weather, and County Road 43 construction; the annual open house was well attended. The 2023 construction phase on CR43 is complete. Irrigation at the station will be repaired in the spring. Members took part in the annual hands-on extrication and cold/ice water rescues and ATV/snowmobile rescues training. New recruits, Adam Dietz, Joe Moraczewski, Samuel Sweat, and Jeremy TerWisscha have successfully completed their Fire Fighter I training and have been responding to calls. Fire Fighter II and hazmat training are upcoming. Two resignations took place with members Justin Hattesoehl and Jeremy Kokesh moving out of the department's response requirement of 6-mile radius, from the station. Construction on the HWY 25 bridge in Monticello will be taking place from Memorial Day through Labor Day. There will be no changes to the current ambulance coverage during the construction. The department held the 3<sup>rd</sup> annual Santa Parade. A big "Thank you" to retiree John Bondhus and Teresa Bondhus, aka Santa and Mrs. Claus!

### Open Forum

Resident Bret Collier respectfully requested the Board prioritize the town's website be updated, as he prefers to look online to see if an upcoming meeting agenda has business on it, for which he would like to attend the meeting. As well as being able to see what business was conducted by the board, by reading previous meeting minutes. Bret mentioned that since the hiring of a deputy clerk, he hoped the clerk would be able to update the website. The board informed Mr. Collier the website was not the official method of township communication. Supervisor Hedstrom mentioned that the clerk has indicated she intends to get the site updated and revised as time allows.

### Regular Business

#### Resolution 2024-11 Accepting Donations to the Town of Big Lake

Clerk Maas informed the board that several items were donated to the town from other governing and tax-exempt agencies. Per MN Statute Section 465.03 the Town may accept donations, for the benefit of its citizens. To satisfy statute requirements, the Town Board is required to accept these donations through the adoption of a resolution.

Pre-used items offered by other agencies and deemed beneficial to the Town include:

Big Lake Area Food Shelf	Commercial refrigerator
Sherburne County	Computer monitors
Sherburne County	Sit to stand desks
Sherburne County	2-drawer file cabinets
Sherburne County	Pop-up display/wall
Girl Scouts of Minnesota and Wisconsin Lakes and Pines	Storage shed

The approximate value of the donated items is \$10,000.

Motion/Second to Adopt Resolution 2024-11 Accepting Donations to the Town of Big Lake by: Hedstrom/Brenteson. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed.  
Motion Prevailed.

### 2024 Recycle Day

The agreement between the Town and Metro Appliance Recycling, the event's vendor, names the third Saturday each May as the date for the Annual Recycle Day event. In 2024 that date is May 18<sup>th</sup>. Gates at the town's maintenance facility will open from 8AM – 1PM. The city of Big Lake and Orrock Township will be invited to participate in the event again this year. The Township's 2024 Recycle Day SCORE grant funding amount of \$17,787, was determined by using an average of the past two (2) years events of reimbursable costs. Similar to last year, if eligible costs exceed grant amounts, and gate fees cover 100% of ineligible costs accrued, the township can request reimbursement for the remaining eligible expenses that exceed their grant amount only if other cities and townships have not requested reimbursement for the full amount of their initial grant amount.

Reimbursable costs include:

1. All Recycling fees. This includes electronics, appliances, scrap metal, tires, batteries, and other items that you recycle (proof of recycling shall be required). The recycling vendor that you choose does not need to be located within Sherburne County, but it does need to be licensed by the local licensing authority where the facility is located (city, county and/or MPCA).

2. Advertisement. All advertisement published for the event to inform residents on when and where the township or municipality will be hosting the event.

Ineligible Costs:

Pursuant to MN §115A.557, MSW delivered to a landfill is NOT eligible for SCORE reimbursement. Nor are construction/demolition waste, labor/salary, food and/or beverage, and supplies eligible reimbursable costs.

Clerk Maas requested the Board ratify the date and time of the 2024 event and approve the 2024 SCORE grant application.

Motion/Second to Ratify Recycle Day Date – Saturday May 18, 2024 from 8AM – 1PM:by: Brenteson/Hayes. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion Prevailed.

Motion/second to approve 2024 SCORE Grant Application in the amount of \$17,787 by: Hayes/Hedstrom. Approved by Alford, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

### Sherburne County Ordinance Section 16.2 – Amendment DRAFT

The Planning and Zoning Department is working with Elk River Composting Inc. to process their request to amend the County's Zoning Ordinance and the performance standards for Yard Waste Composting. Summary of the Waste Composting Draft Amendment. The County's Solid Waste Ordinance requires all yard waste composting operations to be licensed as a Solid Waste Facility. County licensed solid waste facilities operate under detailed management plan, reporting requirements and scheduled inspection to ensure these facilities are operated in a manner that does not adversely impact the public and the environment.

The proposed amendments Section 16.2 Interim Use Permits, Subdivision 5.26 Yard Waste Composting:

- A. Composting of grass clippings and leaves would be allowed as an Interim Use Permit provided the following requirements can be met:
  2. ~~Only leaves, brush and grass clippings~~ "Yard Waste" as defined in the Sherburne County Solid Waste Ordinance can be accepted at the site.
  12. ~~The compost site shall not be greater than 10,000 cubic yards in size.~~

These amendments will allow the County's Zoning and Solid Waste Ordinances to align on the definition of Yard Waste and eliminate the performance standard connected to capacity from the Zoning Ordinance. Zoning staff feel oversight of these facilities is better governed under the Solid Waste Ordinance, and removing this performance standard to cubic yard from the Zoning Ordinance supports this belief.

Marc Schneider, Sherburne County Planning & Zoning Assistant Administrator, is requesting any comments from the Town Board on the proposed amendments.

The Town Board had no concerns with the proposed amendments.

### License Agreement for SSTS line under 227th Ave. NW

The septic system for the residence of 18920 227th Ave. NW is failing and in need of emergent replacement. The current system has a septic line which runs under 227th Ave. NW which the new system will utilize. However, a license agreement was not issued for the existing line. It has become practice to have license agreements when private septic lines travel under the town's roads.

Due to the emergent situation the Steinbrecher Companies desired to begin construction as soon as possible, and temperatures were expected to be more conducive for the process prior to the town board meeting. Supervisor Brenteson spoke with Shane Steinbrecher, reviewed the septic design, and determined it was in the best interest of the homeowners, James and Marily Meyer, to authorize the construction without the license agreement being fully executed. Sherburne County has been informed they can issue a permit for the construction of the new SSTS without the license agreement. However, the final inspection will not be performed by the County until a license agreement is executed and recorded. A survey has been scheduled to obtain the legal description and depiction of the SSTS line location which will be used for the license agreement. The agreement will be written when the legal description and depiction are received.

Staff is requesting the Board ratify the issuance of a license agreement for SSTS line under 227th Ave. NW.

Motion/second to issue license agreement for an SSTS line under 227<sup>th</sup> Ave. NW for the residence of 18920 227<sup>th</sup> Ave. NW, Big Lake, MN. Parcel IDs impacted are 10-00401-0310 and 10-

00401-0710 by: Brenteson/Hayes. Approved by Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

### Establish 2024 Pay Rates

Performance reviews are completed by the Personnel Committee for the clerk, treasurer, and assistant treasurer. The clerk and treasurer complete performance reviews for their deputies, as applicable, and recommend pay rates to the Board for their approval. Other local governing agency's pay rates and offered benefits were compiled by clerk Maas and were taken into consideration, as part of the annual review process.

#### Set the hourly rate for Board and staff

Motion/Second to maintain the hourly rate for supervisors at its current rate of \$35 per hour by: Aubol/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

#### Set the meeting rate for Board and staff

Motion/Second to maintain the meeting rate for Board, Treasurer, Assistant Clerk, Clerk & Deputy Clerk at its current rate of \$100 per meeting. Meeting prep time is considered part of the meeting rate. Joint powers board meetings held on the same day and just prior to scheduled town meetings shall be considered as one meeting. by: Hayes/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

#### Set treasurer and clerk hourly rates

Supervisor Hedstrom informed the board the personnel committee met, reviewed compensation of area treasurers and clerks, took into consideration the responsibilities of the positions in Big Lake township and inflationary concerns. The committee is recommending an increase of 3% to both the treasurer and clerk hourly rates.

Motion/Second to increase the treasurer's hourly rate 3% to \$35.95/hour by: Hayes/Brenteson. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

Motion/Second to increase the clerk's hourly rate by 3% to \$35.72/hour by: Brenteson/Hayes. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

#### Set deputy clerk hourly rate

Clerk Kimberly-Maas informed the Board she hired Debbie Workman to fill the deputy clerk position. She conferred with the personnel committee on the hourly rate and benefits offered. Full time benefits includes QSEHRA medical reimbursement of \$6150 annually, life insurance, two weeks paid time off, PERA – retirement program, and pay rate of \$25.00/hour.

Motion/Second the deputy clerk's hourly rate at \$25.00/hour by: Hayes/Brenteson. Approved by: Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

#### Set treasurer assistant hourly rate

Supervisor Hedstrom and Supervisor Hayes will be meeting with assistant Becky Guthrie when she returns from her vacation. Afterward they will have a recommendation for her hourly rate.

Item TABLED.

#### Set election judge hourly rates

Current hourly rates for poll judges is \$17/hr and \$19/hr for head judges. The board decided to leave the rates at the current rate and will re-evaluate at the clerk's request.

Motion/Second to set election poll judges hourly rate at \$17 per hour and the head judge rate at \$19 per hour by: Hedstrom/Aubol. Approved by: Alfords, Aubol, Brenteson, Hayes and Hedstrom. None opposed. Motion Prevailed.

### Records Destruction Proposal

The file room and the file cabinets in the file room are running out of storage space. Per the Records Retention Schedule, several items are eligible to be purged and destroyed. The process of reviewing the files and setting aside items for destruction is time consuming and should be a project to which time is dedicated. The clerk and previous deputy clerk were able to start the process, but the progress was slow and since halted, due to the deputy clerk's resignation.

Supervisor Hayes has time available to take on the project. To expedite the work, the deputy clerk and treasurer assistant will help Supervisor Hayes, when they are available during business hours. Supervisor Hayes will bill the town at the supervisor's hourly rate, for time she works on the project. Clerk Maas believes it is in the best interest of the town to allow Supervisor Hayes to perform this work due to Supervisor Hayes' prior 20-year experience as the town's clerk and because the clerk would need to work significant overtime in the evening and on weekends, to complete the project in a timely fashion. Clerk Maas has contacted Peter Tiede, the town's legal counsel to ensure no conflict of interest would occur and to confirm the purging project would be considered work performed by an elected official and ESST exempt. Items deemed unnecessary will be documented and presented to the Board for authorization of destruction.

Motion/Second to have Supervisor Hayes perform the work of pulling unneeded files from storage and document the items for destruction for presentation to the Board. The hourly rate to perform the work will be \$35.00 hour Hedstrom/Brenteson. Approved by: Alford, Aubol, Brenteson, and Hedstrom. None opposed. Hayes abstained. Motion Prevailed.

### Business from the Board – Committee Reports/Updates

Supervisors Hayes and Hedstrom have been working on a DRAFT of the benefits portion of the employee handbook. It will be ready for board consideration at an upcoming meeting.

Supervisors Hayes and Aubol and Clerk Maas met to review 2024 Building and Parks maintenance and improvement projects. Options to increase storage space were discussed and will be presented in the building and parks 2024 budget proposal.

Supervisor Aubol attended the Planning & Zoning Advisory Board meeting. He reported that plat of Meadow Estates South was approved by the Advisory Board and will be presented to the County Board, for approval. A land division in Livonia Township was also discussed.

Supervisor Brenteson reported the Road Committee has been meeting with Town Engineer, William Tessmer to plan the 2024 overlay projects. The bid documents are being prepared with the letting for bids at the end of February or beginning of March. He also reported that a revised plan to alleviate congestion on 205<sup>th</sup> Ave. during drop-off and pick-up times at Liberty Elementary was presented during the Joint Community Meeting held at the City of Big Lake.

Supervisor Alford has been working with the Road Committee on the 2024 overlay projects, as well.

### Roads

Brushing and trimming continues as the weather and snow conditions are favorable to this activity.

### Treasurer's Report

Ken reviewed the Treasurer's Report and financial statements with the Board. Year-end accounting tasks are nearing completion. As pointed out earlier in the meeting, committees are working to get 2024 budget numbers compiled. Board of Audit tasks and external audit prep work, are being performed.

The town treasury ending balance (less escrows) after payment of approved claims was \$2,951,378.64. Motion/Second to approve the Treasurer's report by: Hedstrom/Brenteson. Approved by: Alford, 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.*

Announcements

- ~ Next Regular Meeting on Wednesday, February 14, 2024 commencing at 6:00PM.
- ~ Clerk's office closed Monday February 19, 2024 – President's Day.

Adjournment:

Motion/Second to adjourn Regular Board Meeting at 6:54PM by: Hayes/Aubol. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 14th day of February 2024, by the Town of Big Lake Board of Supervisors.

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

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