



Regular Board Meeting
Wednesday March 27, 2024 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday March 27, 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 Alford – 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, Chief Seth Hansen – Big Lake Fire Department, one guest, and newspaper reporter were in attendance. All voting was done by roll-call due to Supervisor Alford's telecommunication attendance.

Approval of Meeting Agenda

Supervisor Hedstrom requested an addition to discuss the possibility of installing an AED in the Town Hall. Item D. was added under Town Business to discuss AED at the town hall.

Motion/Second to accept the amended agenda by: Hedstrom/Brenteson. Approved by: Alford, 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 02/28/2024. B) Presentation of 2024 Annual Minutes DRAFT. C) Approve presented claims and payroll.

Motion/Second to Approve consent agenda by: Hayes/Brenteson. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion Prevailed.

Fire Department Report

Chief Hansen reported in February, the department responded to 62 calls – forty-five (45) in the city of Big Lake, twelve (12) in Big Lake township, three (3) in Orrock township, and two (2) mutual aid calls. Calls of interest included 5 fires, one motor vehicle accident, one hazardous condition (gas leak, electrical, etc.), and four medical assists. Members took part in the annual EMR and CPR refresher courses – which need to be done every 2 years. Upcoming projects around the fire station include the addition of new workout equipment and replacing some of the aging equipment, truck bay floors are going to be refinished, and parking lot will be resurfaced. There is also a ladder truck preconstruction meeting, upcoming. The new recruits have completed their firefighter one training, hazmat, and firefighter 2 training and have started their EMR training in Zimmerman. There are several 2024 road projects which will impact response times. Hwy 25 bridge construction from July – October with some overnight closures, County Road 43 north of the station to the Elk River bridge and resurfacing of the St. Francis bridge on County Road 15. The bridge over the St. Francis River on County Road 4 will affect response time by the Zimmerman/Livonia department to Orrock Township. Big Lake will be called out for Orrock to assist on calls, as well as Zimmerman/Livonia department. Firefighter Eric Burleigh has moved out of the area after seven years of service. Thank you for your commitment to the community Eric.

Open Forum

None.

Regular Business

Correction of Legal Descriptions of Annexed Properties

While filing the Cargill Annexation paperwork with the State of Minnesota, it was noticed the legal description provided by the applicant's title company omitted a portion of the annexed property. This annexation was conducted by the City of Big Lake in November 2023 with the adoption of Ordinance 2023-12. To correct the inaccuracy of the legal description, the City of Big Lake adopted Ordinance 2024-03 during their March 13, 2024 Regular Meeting. The Town will be reimbursed for the agreed upon 35% of collected property taxes on this property. This was presented to the Board as information and required no action.

At the same time the above discrepancy was found, it was also noticed that a small portion of land was omitted from the property description of the annexed White Bear Clothing property, done in 1996. The Town has been receiving the correct payments for this property's taxes since 1996. To formally waive reimbursement of taxes on the added land description, the Board needed to approve the "Waiver of Reimbursement of Taxes of a Portion of 65-00512-0110".

Motion/Second to Approve Waiver of Reimbursement of Taxes of a Portion of 65-00512-0110 by: Aubol/Alfords. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed.
Motion Prevailed.

Pedestrian Bridge Permanent Easement

The board recognized the need for a safer route for pedestrian traffic to cross over the Elk River when traveling on the trail system between Big Lake township's Lion's Park and the City of Big Lake. And in 2018, the town board removed parcel 10-00107-2410 from the tax forfeiture listing with the plan to utilize it for the benefit of the public, by way of installing a pedestrian bridge over the Elk River.

Sherburne County has been successful in obtaining Federal grant funds from the Transportation Alternatives program, for the construction of a pedestrian bridge over the Elk River. The proposed pedestrian bridge will be constructed immediately west of the existing CSAH 5 roadway bridge. The bridge will be a 12' wide single span steel structure with its approaches connecting into the existing trail system. The bridge construction will be within the Lion's Park boundary, parcel numbers 10-00107-2301 and 10-00107-2410.

The project is in the preliminary design stages with the final design scheduled for late summer 2024. Construction is scheduled during the summer of 2025.

Sherburne County is requesting permanent easement on PIDs 10-00107-2301 and 10-00107-2410, for the bridge's construction and maintenance. An easement will be drafted for Board approval at a future date.

Proposed Sherburne County Shoreland Ordinance and Flood Plain Ordinance Revisions

The Planning and Zoning Department is starting the process of updating the County Zoning Ordinance in light of the completion of the Comprehensive Land Use Plan. We are starting this process by updating State mandated ordinances, like Shoreland, Floodplain and Subsurface Sewage Treatment System (SSTS).

The Planning and Zoning Department administers the floodplain ordinance for the townships, excluding Baldwin and Becker. The current floodplain ordinance came into effect in 1981, and since its adoption it has only had a handful of amendments over the past 43 years. In 2022, the MN DNR made significant updates to the State's model floodplain ordinance and are encouraging local units of government to adopt the most recent version. Zoning staff with the assistance of the County Attorney's Office has reviewed and modified the State's model ordinance to meet the needs of Sherburne County.

The Shoreland Ordinance is also a model ordinance from the state for the county to align with new state statute and rule changes.

County Planning & Zoning introduced these ordinances to the Planning Advisory Commission on March 21, 2024 and will hold a public hearing, for its formal review on April 18, 2024. Following the April public hearing, staff will bring the recommendations from the Planning Advisory Commission to be heard by the County Board of Commissioners on May 7, 2024. If Town Board wishes to comment, they are welcome to join at the public hearing or return a comment form to the attention of Mitch Glines.

Board members requested the item be TABLED to have more time to review the proposed changes. Item will be placed on the April 10, 2024 agenda.

AED for town hall

Supervisor Hedstrom brought forth a recommendation to purchase an AED to be installed in the town hall. He stated the hall is used frequently throughout the year and thought the addition of an AED would be a good safety precaution. Board members agreed the addition of an AED would be beneficial. Supervisor Hedstrom told the Board he will research a couple of options for Board consideration at the April 10, 2024 meeting..

Roads

The area received 16" of snow the past week and snow removal activities have left them in good shape.

There is a small amount of trimming left to do.

Trimming on 211th Ave. has been completed and brushing and trimming continues as the weather and conditions are favorable to this activity.

Business from the Board – Committee Reports/Updates

Supervisor Hayes attended the Highway Transportation meeting at the Monticello Community Center. She updated the board with the Highway 25 construction projects which will affect travel to and through Monticello, into Buffalo, as well as Interstate 94 construction during the 2024 season. Highway 25 bridge repairs are scheduled to begin in July 2024. There will be lane closures with the occasional full bridge closure between the hours of 10:00PM – 5:00AM. The overnight closures are expected to be nine total. The CentraCare ambulance service has made changes to their staffing and vehicle location stations to ensure service remains unaffected. Repairs to HWY 25 will also be done between Monticello and Buffalo this summer. I-94 lane expansion will occur between Albertville and Monticello this summer. She reminded attendees to take alternate routes when traveling toward Monticello and to expect delays in summer travels.

Supervisor Hayes also spent twelve hours the previous week with Clerk Maas and Deputy Clerk Workman, going through records and pulling documents which are eligible for destruction and are unneeded. Deputy Clerk Workman is obtaining quotes for the shredding of the documents. A resolution for destruction will be presented at an upcoming meeting.

Supervisor Aubol attended the Planning & Zoning Advisory Board meeting. He reported the Advisory Board reviewed the Lorge IUP amendment to increase the number of events and attendees at the events. For the first time he could recall, neighbors of the fitness facility came to the meeting to voice their full support of the facility.

Supervisor Alfords informed the Board he will be back in town on Saturday.

Treasurer's Business

Treasurer Warneke noted the Board approved the 2024 Elk River Fire District #1 contract and 2023 fire calls invoice in the consent agenda.

He also noted the Board verbally agreed to use a portion of the ARPA funds for fire capital expenses but failed to act. He requested the Board act on allowing ARPA funds to be used for 2024 fire capital expenses.

Motion/Second authorizing the use of ARPA money to pay for 2024 fire capital expenses by: Aubol/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed.

Motion Prevailed.

Treasurer's Report

Ken reviewed the Treasurer's Report and financial statements with the Board. General fund balance = \$ 328,837.38, road fund balance = \$ 1,125,293.79, Big Lake fire fund balance = \$ 95,028.81, and escrow funds = \$ 80,983.34.

The town treasury ending balance (less escrows) after payment of approved claims was \$ 2,783,918.46.

Motion/Second to approve the Treasurer's report by: Hayes/Brenteson. 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.

Announcements

- ~ Next Regular Meeting Wednesday April 10, 2024 @ 6PM.
- ~ Local Board of Appeal & Equalization Meeting – Thursday April 11, 2024 – 9AM at town hall.
- ~ Big Lake Community Food Shelf Produce Distribution – Monday April 15th – 3:30 – 5:30PM town hall garage.
- ~ SCAT Meeting Wednesday April 17th Dinner @ 6PM meeting commences at 7PM (Big Lake Twp providing meal).

Adjournment:

Motion/Second to adjourn Regular Board Meeting at 6:57PM by: Hayes/Aubol. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 10th day of April 2024, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk