



Regular Board Meeting
Wednesday March 12, 2025, 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday March 12, 2025, 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, Supervisor Dean Brenteson, Supervisor Laura Hayes, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Treasurer Becky Guthrie, Deputy Clerk Debbie Workman, Steve Harmon, County Commissioner Raeanne Danielowski, newspaper reporter, and one guest were in attendance. Sargeant Derek Barett - Sherburne County Sheriff's Department joined the meeting at 6:20PM. Per MN Statute 13D.02 all voting was done by rollcall.

Approval of Meeting Agenda

Motion/Second to accept the presented meeting agenda by: Brenteson/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. Motion carried. The meeting proceeded in accordance with the agenda presented.

PUBLIC HEARING -Proposed property line utility and drainage easement PIDs 10-00566-0105 & 0110

The Board conducted a Public Hearing for the purpose of considering and acting upon a request to vacate drainage and utility easements located within the boundaries of Lots 1 & 2 Block 1 in the plat of Oak Savanna at Selg Farm. At the February 26, 2025, town board meeting, the Town Clerk presented the Board with a petition for the vacation of portion of property line easements between Lots 1 & 2, Block 1 in the plat of Oak Savanna at Selg Farm. The Board set the public hearing for 6:00PM on Wednesday March 12, 2025.

Clerk Kimberly-Maas presented the Board with an affidavit of posted notice and personal service to affected landowners, of the public hearing.

Steve Harmon, 20746 217th Ave. NW, Big Lake, MN was in attendance as representative for Cherlynn Krueger, who was attending to family matters. He informed the Board that parcels 10-00566-0105 and 10-00566-0110 have been combined by the property owner, Cherlynn Krueger. He stated that the proposed vacation is for a portion of the utility and drainage easements on either side of the platted lot line between the now combined parcels. The request was made to allow the couple to be able to fully utilize the combined parcels. The Board discussed the proposed vacation. Supervisor Brenteson noted the proposed vacation would have no effect on future town issues. Supervisor Alfords and Chair Aubol concurred with this assessment.

Motion/second to adopt Resolution 2025-12 Resolution Vacating a Portion of Drainage and Utility Easements by: Brenteson/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion carried.

Motion/second to establish Order Vacating a Portion of a Drainage and Utility Easement by: Hedstrom/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion carried.

Motion/second to close the public hearing by: Hayes/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion carried.

Public hearing was closed at 6:07PM

Approval of Consent Agenda

The Consent Agenda consists of: A) Approval of Minutes; Regular meeting of 02/26/2025.
B) Approve claims and payroll presented for payment.

Supervisor Hedstrom requested the minutes be removed from the consent agenda.

Motion/Second to approve claims and payroll presented by: Hedstrom/Hayes. Approved

by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion carried.

Supervisor Hedstrom requested a change to the language in the minutes. On page three the sentence, "Supervisors Brenteson and Alford were happy to maintain the meeting rate at \$100.00." was subjective in nature. He requested the sentence be changed to, "Supervisors Brenteson and Alford were in agreement to maintain the meeting rate at \$100.00."

Motion/second to approve the revised minutes by: Hayes/Aubol. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion carried.

Sheriff's Department Report

Sergeant Derek Barrett reported 233 calls in the township, for the month of February 2025. Sergeant Barrett informed the Board there were several reports of vehicle tampering in the 19300 block of 180th St, NW. A resident called in a report of someone tampering with his vehicle in the early hours of the morning. The responding deputy found footprints in the snow and followed them to a residence. The suspect was confronted and admitted to breaking into several vehicles that night. Additional reports of vehicle tampering were made after the suspect was found. The suspect was charged with tampering with vehicles and theft. Additionally, a report of theft of jewelry from a residence in the 20400 block of 181st St. was made. This incident is still under investigation.

Regular Business

Establish 2025 Deputy Clerk pay rate

The Clerk is responsible for recommending the Deputy Clerk's pay compensation rates for the Board's consideration. The clerk based the proposed increase on Debbie's growth in learning the position, equipment and skills necessary to perform various deputy clerk tasks. Brenda also took into consideration the Board's 4% increase for cost-of-living changes given to the treasurer and clerk, looked at wages and benefits provided in Big Lake Township and given to other Sherburne Co. appointed deputy clerks. It was also noted that other appointed clerks generally work $\frac{3}{4}$ or part time.

Clerk Kimberly-Maas proposed the board set the deputy clerk's hourly rate at \$28.50/hour and make the increase retro-active for hours worked between January 1, 2025 – March 12, 2025.

Supervisor Hedstrom stated the board should look at the benefits offered as part of the compensation package being provided. He noted the benefits provided by the town to the deputy clerk include PTO, life insurance, payment in lieu of benefit, and paid holidays. Many of the other townships don't provide these benefits to their appointed staff. Clerk Kimberly-Maas informed the board that she considered the benefits provided to Big Lake Township staff, benefits other townships offer to their staff, as well as the hours other township deputy clerks are expected to work, when making the proposed recommendation.

Motion/second to set the deputy clerks hourly rate at \$28.50 retro-active from January 1, 2025 – March 12, 2025, by: Hayes/Hedstrom. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion carried.

Roads

Supervisor Brenteson reported that the 2025 overlay bid package had been completed and advertised. The bid opening day is slated for Tuesday April 1, 2025, at 10:00AM in the town hall. The road committee will be setting the spring road tour date in April. Other overlay areas may be

identified during the road tour and added to the 2025 overlay contract. Sweeping needs will be assessed, as well.

Business from the Board – Committee Reports/Updates

There were no updates or reports from the supervisors.

Treasurer's Business

Treasurer Warneke discussed the township's 2025 road allotment with the Board. He informed them that the total deposit of \$78,703.18 was made on 02/14/2025, for the 82.75 miles of township roads. The allotment is an increase of 19% over the 2024 payment of \$66,397.09. Big Lake township has 17% of the township roads in the county and 19% of the county's population. Treasurer Warneke stated the State of Minnesota calculates the road allotment amounts to counties, and Sherburne County distributes the funds to the townships.

Treasurer's Report

Treasurer Warneke reviewed the Treasurer's Report and financial statements with the Board. Highlighted funds in the report included the general fund (\$419,082.63) and road fund (\$1,425,321.97). He noted the board is slightly over their budget and being early in the year, many of our annual expenses come later, the reported \$71,000 under budget is not accurate. Once we receive bills from recycle day, the county assessor's office and auditor/treasurer's office, the current under-budget reporting will go away. After payment of approved claims; town funds ending balance (less escrows) is: \$2,413,824.26; escrow funds balance: \$134,493.10. The total town treasury balance: \$2,548,317.36.

Motion/Second to approve the Treasurer's report by: Hedstrom/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.*

Open Forum

NONE

Announcements

- Big Lake Township Regular Meeting on Wednesday March 26, 2025, commencing at 6:00PM
- Commencing at 9:00AM Big Lake Lions Fish Fry Friday March 21, 2025, at Big Lake Town Hall – food service begins @ 4:30PM
- Local Board of Appeal & Equalization Meeting, Thursday, April 10, 2025 at 9:00AM at the Big Lake Town Hall

Adjournment:

Motion/Second to adjourn Regular Board meeting at 6:32 by: Hayes/Alfords. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. Motion prevailed.

Accepted this 26th day of March 2025, by the Town of Big Lake Board of Supervisors.

Recorded by: Brenda Kimberly-Maas, Town Clerk

Bruce Aubol, Chairman

Attested by: _____
Brenda Kimberly-Maas, Clerk