



Regular Board Meeting  
Wednesday May 14, 2025, 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday May 14, 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, Supervisor Dean Brenteson, Supervisor Laura Hayes, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Debbie Workman, Deputy Treasurer Becky Guthrie, Sargeant Derek Barrett – Sherburne County Sheriff's Department, Mitchell Nohrenberg, County Commissioner Raeanne Danielowski, and newspaper reporter were in attendance.

#### 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 presented agenda.

#### Approval of Consent Agenda

The Consent Agenda consisted of approval of regular meeting minutes from 04/23/2025 and claims and payroll presented.

Motion/Second to approve the consent agenda as presented by: Hedstrom/Alfords.

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

#### Sheriff's Department Report

Sergeant Darek Barrett reported 233 calls in the township for the month of April 2025 – up a bit from April 2024. Sgt. Barrett noted two stop-arm violations in the 203## block of County Road 14. Cameras on the school buses were helpful to find and cite both drivers.

#### Regular Business

##### Request for encroachment agreement for SSTS

Mitchell Nohrenberg - 21274 207th Street NW, Big Lake, Minnesota, 55309, was present to request an encroachment agreement to allow his septic system to be installed within a platted drainage easement on his lot. When Mr. Nohrenberg's home was built 20+ years ago, the septic system was installed in the drainage easement. The county did not require an encroachment agreement at the time. Now that the system is being updated to abandon three drainfield lines and add two new lines, the county's practice is to require the applicant to obtain an encroachment or license agreement from the town. The Board had no concerns with the septic plan.

Motion/second to approve an encroachment agreement for the purpose of installing subsurface treatment system drain field within the platted drainage and utility easement on Lot 1, Block 1 in the plat known as Rollingwood, PID# 10-00463-0105, as depicted on the survey created by Otto Associates, Engineers & Land Surveyors by: Alfords/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion carried.

## Roads

Supervisor Brenteson reported the Road Committee met with Bogart, Pederson to express the Committee's desire to have better communication from the engineering staff. The committee is also working with the town's engineer to get roughly 1.5 miles added to the 2025 overlay contract. Overlays are tentatively slated to start in July, with a more definite timeline to be determined in the next couple of weeks.

Some reseeding on 2024 overlay areas has been done, as have some of the smaller projects identified during road tour.

## Business from the Board – Committee Reports/Updates

Supervisor Hedstrom attended the Community Ed. meeting where he learned the summer community ed. kick-off will be at the middle, on June 5<sup>th</sup> from 11:00AM – 2:00PM. The group spent time identifying ways to inform the community that the new fitness center is open to the public. They also discussed expanding the hours of operation by allowing use without staffing. A card swipe is used to enter the facility, similar to a commercial 24/7 fitness center. The cost to use the facility is \$10/quarter.

Supervisors Hedstrom and Hayes have begun working on an employee handbook. They have requested handbooks from Livonia Township, City of Big Lake, and Sherburne County to get ideas of items the handbook should include. They invited the other supervisors and staff to send their thoughts and contributions to them.

Supervisor Aubol reported attendance at the recent Joint Powers Fire Board meeting where the group was able to view the new tower truck. He said it and the other fire trucks are looking good. Discussion at the meeting included the possibility of painting some of the interior walls at the station. He will be attending a Planning & Zoning meeting tomorrow and reminded the rest of the Board members of the invitation sent by Clerk Kimberly-Maas, to tour the new Sherco solar projects.

Supervisors Alford and Brenteson had no additional updates.

## Treasurer's Business

Treasurer Warneke informed the Board that the audit of the 2024 financial records was conducted Monday and Tuesday (05/12 & 05/13). Most of the documents needed by the auditors were uploaded to the auditor's portal before Monday allowing for the bulk of the work to be performed off-site. The audit team was onsite on Tuesday and a few additional electronic requests were fulfilled today. Nothing unusual was reported as being found by the audit team. A date is yet to be scheduled for the audit report to be presented to the Board.

## Treasurer's Report

Treasurer Warneke reviewed the Treasurer's Report and financial statements with the Board. The funds highlighted in the report included the general fund (\$367,101.70) and road fund (\$1,332,834.44). After payment of approved claims, the town funds ending balance (less escrows) is: \$2,243,809.56; escrow funds balance: \$134,981.77. The total town treasury balance: \$2,378,791.33.

Motion/Second to approve the treasurer's report by: Aubol/Hayes. 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.*

## Open Forum

None.

Announcements

- 2025 Recycle event on Saturday, May 17<sup>th</sup>. Gates open 8:00AM – 1:00PM at the Big Lake Township maintenance building.
- Big Lake Community Food Shelf food distribution on Monday May 19, 2025. Produce and pantry items available to all community members between 3:30PM – 5:30PM or until the food is gone.
- Town offices will be closed on Memorial Day - Monday May 24, 2025.
- Big Lake Township Regular Meeting – Wednesday May 28, 2025, commencing at 6:00PM.

Adjournment:

Motion/Second to adjourn Regular Board meeting at 6:20 by: Hayes/Alfords. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Accepted this 28<sup>th</sup> day of May 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