



Regular Board Meeting
Wednesday May 28, 2025, 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday May 28, 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 Alford, Supervisor Dean Brenteson, Supervisor Laura Hayes, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Treasurer Becky Guthrie, Deputy Clerk Debbie Workman, BLFD Chief Seth Hansen, resident John Alford, County Commissioner Raeanne Danielowski, newspaper reporter, and one guest were in attendance.

Approval of Meeting Agenda

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

Approval of Consent Agenda

The Consent Agenda consisted of approval of regular meeting minutes from 05/14/2025, and claims and payroll presented.

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

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

Big Lake Fire Department Report – February & March

Chief Seth Hansen reported the department responded to 46 calls in April, bringing the total calls for the year to 150. Dry conditions brought about grass and brush fires during the month. Calls of interest included eight (8) fires – 5 grass, 2 building, and 1 vehicle; one (1) motor vehicle accidents (MVA), three (3) hazardous conditions, three (3) medical assists and seven (7) alarms – CO, fire, etc.. Chief Hansen informed the Board he has applied for a grant through Center Point Energy, for miscellaneous tools; is seeking bids to update interior lighting with LED technology for the offices, meeting/training room, and work-out areas of the building. He is pursuing getting the parking area striped via donated time and materials. And Sherburne County has re-seeded the boulevard, and it is being irrigated twice daily. Pierce has been to the station to perform training on using the new mid-mount ladder (Tower 1) for the fire fighters. The truck operations are significantly different from the old ladder truck and Chief Hansen requires a minimum of 6 hours of training be taken by any member who will be driving it. The department welcomed its newest "junior firefighter", on April 24th when baby Hawkes joined the team. Congratulations to Kristen and Drew!

Regular Business

Sherburne County History Center Annual Membership

The Board was presented with Sherburne County History Center's (SCHC) annual membership drive letter, for its consideration. annual membership drive from the Sherburne History

Center. Per Minn. Statute, a town board may appropriate from its general fund up to 0.02418 percent of its taxable market value to be paid to the county historical society if the society is approved by the state historical society, as an annual expense. The 2025 budget has \$1,200 allocated for museum donations. SCHC is a state approved, county historical society. The Town Board has supported the SCHC at the \$1000 Heritage level membership, for many years.

Motion/Second to make a \$1,200 donation in support of the Sherburne County History Center by: Alford/Aubol. Approved by: Alford, Aubol, Brenteson, Hayes and Hedstrom. None Abstained. None Opposed. Motion Prevailed.

10-00102-1203 Rezone & Simple Plat - Alford Addition

John and Jacqueline Alford have made application for a Simple Plat on PID# 10-00102-1203, located at 15757 228th Ave NW Elk River, MN, in Section 2 of Big Lake Township. They are proposing to create one (1) 2.75 +/- acre lot from a 25.05-acre parcel. Part of this platting process included rezoning the parcel from General Rural to Shoreland Residential. Rezoning the land will reduce the minimum lot width requirement from 200' (General Rural) to 150' (Shoreland Residential).

County departments have made comments and set requirements for the rezone and plat creation to occur.

A 66' wide easement for roadway purposes, was created/established via recorded document No. 427444. The submitted preliminary plat has notated the vacation of this easement. By vacating the easement; the 67' right-of-way setback requirement, for the construction of a residence/structure will be eliminated. Additionally, Sherburne County Attorney's office will not sign the final plat unless the 66' wide road easement has been vacated. The easement is also John and Jacqueline's driveway. It will also serve as the driveway to the proposed single lot, plat. The County Surveyor recommends future connectivity be considered for the extension of 228th Ave. NW. However, Supervisor Larry Alford informed the Board the mottled soils in the area are not conducive for roadways.

The Board was in favor of the proposed simple plat as it was presented. They made recommendation to the County Planning Advisory Board that PID# 10-00102-1203 be rezoned from General Rural to Shoreland Residential and approve the Preliminary and Final Simple Plat of Alford Addition.

Supervisor Hayes called to set a public hearing for Wednesday June 11, 2025, commencing at 6:00PM, at the Big Lake Town Hall. The purpose of the public hearing is to hear comments regarding the vacation of the roadway easement located on PID# 10-00102-1203 which was established via recorded document No. 427444. The motion was seconded by Supervisor Hedstrom. The motion was approved by: Aubol, Brenteson, Hayes and Hedstrom. Supervisor Larry Alford Abstained. None Opposed. Motion Prevailed.

2025 Recycle Day recap

2025 Recycle Day was held on Saturday May 17th from 8AM – 1PM. Clerk Kimberly-Maas reported the event ran like a well-oiled – but cold, machine! Specific thanks were made Deputy Clerk Debbie Workman, Deputy Treasurer Becky Guthrie, and Corrie Scott, City of Big Lake Parks & Rec department who assisted Clerk Kimberly-Maas by inspecting loads brought to the event and collecting gate fees. Mike Maas, Shelley Erickson, Orrock Town Clerk, and her family members Esther "Este", Daniella, and Dorian, and Christina Keiderling, wife of Supervisor Dalton Keiderling volunteered their time. These folks were on the road and made sure attendees had their gate cards filled out and directed traffic into and out of the maintenance facility.

Metro Appliance provided the event with staff to unload vehicles & trailers and put the recyclables into their respective containers to be hauled away, for proper recycling & disposal. Highlights & stats reported from the event included the street being clear of traffic at 8:34AM – three minutes earlier than 2024; the driveway was clear by 8:40AM – five minutes earlier than 2024; the yard was clear by 8:45AM. With traffic cleared, Clerk Maas was able to send the Orrock volunteers on their way at 9:00AM and Mike Maas handled traffic the rest of the day. The total

attendance was 191 (down 45 from 2024). Attendees from Big Lake township was 84 (down 29 from 2024); City of Big Lake 57 (down 14 from 2024); Orrock township 50 (up 3 from 2024). Clerk Kimberly-Maas was contacted by the Back Country Horseman Club ahead of the event. This non-profit organization cleaned up horse trails in Sand Dunes State Forest ahead of the event and recovered 15 commercial/semi and 3 passenger tires from the trails. The tires were accepted for recycling ahead of the event. The City of Big Lake Public Works Department brought over 102 passenger tires ahead of the event, as well.

Bills will be sent to the participating agencies once all invoices are received by Clerk Kimberly-Maas.

Due to the lower participation and efficiency of the workers unloading items, the possibility of reducing the event hours of operation by an hour (closing gates at noon), in 2026 is being considered.

Big Lake Post Office - site disposal/development notification

Supervisor Brenteson was made aware of a United States Postal Service Site Disposal/Development notice that was sent to the City of Big Lake. The notice pertained to the Big Lake Post Office. When he inquired with town staff, he learned the Town was overlooked in the USPS distribution of the notice. The City of Big Lake forwarded the notice to Town staff, who in turn forwarded it to Orrock Township's clerk to ensure all local governing agencies whose residents rely on the Big Lake post office for postal deliveries were made aware of the notice. It was also learned that Kelly Johnson, the Big Lake Postmaster, hadn't been included in the notice's original distribution list and a copy was also sent to him.

The notice indicates that space limitations of the current Big Lake Post office building and lot has prompted the USPS to consider relocation of the Big Lake post office. Supervisor Hedstrom, a Big Lake postal carrier, confirmed that the Big Lake Post Office is too small for the number of routes it handles and has been for several years. This was brought to the attention of the USPS many years ago. He suspects the closure/loss of lease the Becker Post Office is currently facing was the catalyst for looking at options for the Big Lake office.

The USPS is investigating several options to correct the space constraints of the current Big Lake Post Office. to accommodate the needs of the Big Lake area. "...As part of this action, the United States Postal Service is looking within two miles for retail from the current location to do one of the following: (a) relocate carrier to Monticello and expand the building; (b) lease an existing building that is about 7,000 SF with about 45+ parking to move retail and carriers; (c) an existing building that is about 4,900 SF with about 31 + parking to move just carriers and ; (d) an existing building that is about 1,600 SF with about 17 + parking to move just retail or (e) land to purchase of about 55,000 SF to build a new PO."

The Town Board can send a response to the USPS or consider a combined Town/City response to the USPS notification. Supervisor Brenteson reached out to MNDoT for information regarding the amount of traffic that will be generated by relocating the post office to Monticello. This information may also be cited in the Township's response to the notification.

Clerk Kimberly-Maas informed the Board that the City Council will be discussing the notice and consider an already drafted response letter, at their workshop on June 11, 2025.

The Board directed Clerk Kimberly-Maas to draft a letter in response to the USPS site disposal/development notification, on behalf of the Town Board. The draft letter will be presented to the Board at the next regular meeting for consideration.

Roads

Supervisor Brenteson reported the road committee is still waiting for pricing on the additional overlay areas – a change order to the original 2025 overlay bid/contract and a more definite schedule for the completion of the work. Once this is done the committee can make plans for the rest of the summer projects. Pothole patching and shoulder repairs are currently being done and the first ditch mowing of the season is roughly a month away.

Business from the Board – Committee Reports/Updates

Supervisor Hedstrom attended fire training pertaining to solar, for his role as a firefighter. At the training he learned water cannot be used to fight fires in the solar arena.

Supervisor Aubol attended a planning & zoning advisory board meeting, but he had nothing to report about the meeting. But he asked County Commissioner Danielowski if the County Board had approved of any of the previous P&Z applications. She reported Boulder Creek wine bar and the cannabis micro-grow in Livonia were approved. The cannabis micro-grow will now need to obtain licensure with the State of Minnesota. He also mentioned the next Planning & Zoning Advisory meeting was bumped to June 26, 2025.

Treasurer's Business

Treasurer Warneke informed the Board that the general fund disbursements show the town board as slightly over budget, recycle day and the audit bill are outstanding, so both those items are reported as under budget. Overall, the general fund disbursements reported as under budget. The park fund has a healthy balance and is in good shape. Brushing and trimming are well over budget in the road fund. But the snow removal is well under budget. He noted that property taxes should be received soon and he has no budget concerns.

Treasurer's Report

Treasurer Warneke reviewed the Treasurer's Report and financial statements as of 05/28/2025 with the Board. The funds highlighted in the report included the general fund (\$361,151.57) and road fund (\$1,258,033.39). After payment of approved claims, the town funds ending balance (less escrows) is: \$2,162,101.81; escrow funds balance: \$135,461.77. The total town treasury balance: \$2,297,563.58.

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

- Big Lake Township Regular Meeting – Wednesday June 11, 2025, commencing at 6:00PM.
- Big Lake Community Food Shelf produce and pantry items distribution at the township's Lions' Park, Monday June 16th from 3:30PM – 5:30PM (or until items are gone).
- Town office closed Thursday June 19, 2025.

Adjournment:

Motion/Second to adjourn Regular Board meeting at 6:51PM by: Hayes/Hedstrom. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. Motion prevailed.

Accepted this 11th day of June 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