



Regular Board Meeting  
Wednesday June 25, 2025, 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday June 25, 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 Treasurer Becky Guthrie, Deputy Clerk Debbie Workman, BLFD Chief Seth Hansen, County Commissioner Raeanne Danielowski, newspaper reporter, and four members of the public were in attendance.

#### Approval of Meeting Agenda

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

#### PUBLIC HEARING – Vacation Road Easement PID 10-00102-1203

During the June 11<sup>th</sup> meeting Resolution 2025-15 initiating a vacation was passed by 4/5<sup>ths</sup> of the Board which set a public hearing for 6:00PM on Wednesday June 25, 2025, for the purpose of vacating a road easement located within the boundaries of parcel PID# 10-00102-1203. Public notices were posted at the Town Hall and published at least 10-days prior to the Public Hearing.

Motion/second to open the Public Hearing at 6:01PM by Alfords/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes and Hedstrom. Motion carried.

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

There were no concerns nor objections to the proposed road easement vacation.

Motion/second to adopt Resolution 2025-16 Resolution Vacating a Road Easement, establish Notice of Completion and Order Vacating Road Easement by: Hayes/Brenteson. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. Alfords abstained. 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 closed at 6:03PM

#### Approval of Consent Agenda

The Consent Agenda consisted of approval of regular meeting minutes from 06/11/2025, and claims and payroll 05/26/2025 – 06/25/2025.

Motion/Second to approve the consent agenda as presented by: Hedstrom/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion carried.

## Big Lake Fire Department Report

Chief Seth Hansen reported the department responded to 36 calls in May, bringing the total calls for the year to 186. Calls of interest included four (4) fires – 2 grass, 1 building, and 1 vehicle; five (5) motor vehicle accidents (MVA), four (4) hazardous conditions, and four (4) medical assists. Chief Hansen thanked Terry Baxter for his 7 years of service. Terry retired from the department due to career and family obligations. Tower 1 has been put into service and is responding to most calls. This is to ensure any issues are identified and corrected within the 1 year warranty. Members continue to train on the new tower truck. The annual Guns vs Hoses game will kick off the Spudfest softball tournament on Friday June 27<sup>th</sup> at 5PM. Chief Hansen reminded those in attendance to move over for all emergency vehicles.

## Regular Business

### Annual Audit Report to Governance

*Schlenner Wenner & Associates audit team was onsite the week of May 12, 2024. Ashley Meagher has provided the Final Report to Governance and Financial Reports and will be presenting this information to the Board for approval and will be filing the required reports with the Minnesota Office of the State Auditor's office by the due date of July 1, 2025.*

*Minnesota legal compliance checks included the review of contracting and bidding, depositories of public funds, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous provisions.*

*Additionally, they noted the audit went smoothly, there was a positive working relationship with staff, and there was nothing unusual noted in terms of recorded transactions or accounting policies/treatments.*

*Regarding internal controls, the team did not propose any audit adjustments that they considered to be material. However, the Township has a lack of proper segregation of duties, which is very common for a local governing agency of our size.*

*The audit team gave the township an unmodified or clean opinion, after performing their work.*

Motion/second to accept the 2024 audit report by: Hayes/Alfords. Approved by Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

### Response to Big Lake Post Office site disposal/development notification

A DRAFT response letter was written in response to the USPS notification of Big Lake Post Office's facility site disposal/development, was presented for Board approval at the June 11, 2025, meeting. During Board review, Supervisor Hayes suggested some revisions to the letter. Clerk Kimberly-Maas and Supervisor Hayes collaborated to present the Board with a final draft response letter, which was presented for Board consideration. If approved, the letter will be submitted to Greg Shelton, Real Estate Specialist at the United States Postal Service, Western Facilities, 200 E. Kentucky Ave., Denver, CO, 80209-4058.

Motion/second to send the presented final draft letter to the USPS by Aubol/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes and Hedstrom. None Opposed. Motion Prevailed.

## Roads

Supervisor Brenteson reported road construction has been pushed out toward the end of July because of the rainy conditions causing delays this construction season. Crack-filling has started.

Supervisor Alfords informed the Board, ditch mowing will begin the week following the meeting. One of the town's vendors has a brushing arm which will be used to maintain the

areas which have been cut back the full width of the right-of-way. This equipment is more efficient than the traditional methods.

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

Supervisor Hedstrom reminded the Board to send the Personnel Committee any ideas or subjects for the employee handbook. He also commended Mike Maurer and Deputy Treasurer Becky Guthrie on the updated website. He said it is well laid out and easier to navigate.

Supervisor Aubol will be attending a rescheduled planning & zoning advisory board meeting.

Supervisor Brenteson attended a Highway 25 Committee meeting. The group will be holding a meeting for community members to see and comment on some initial ideas for improving the Highway 25 corridor. The meeting is scheduled for early August.

Supervisor Alford noted a significant increase of traffic on 211<sup>th</sup> Ave and County Road 35 since the closure of CSAH 15 and 201<sup>st</sup> Ave. while the intersection of CSAH 15 and 201<sup>st</sup> are reconstructed and the bridge over the Elk River is replaced.

#### Treasurer's Business

Treasurer Warneke informed the Board that a couple of bills were received after reports were run, which needed to be paid before the next meeting. All recycle day invoices have been paid. Currently the parks account is well under budget. Overall, the road fund is under budget. This will change once road construction is completed. The first tax collection was received – 70% distribution, and he expects the remaining 30% will be sent before the first meeting in July. He and Deputy Treasurer Guthrie will perform a deeper analysis of the budget spending after it is received.

#### Treasurer's Report

Treasurer Warneke reviewed the Treasurer's Report and financial statements as of 06/25/2025 with the Board. The funds highlighted in the report included the general fund (\$409,861.48) and road fund (\$1,781,388.21). The town funds ending balance (less escrows) is: \$3,031,274.32; escrow funds balance: \$134,939.70. The total town treasury balance: \$3,166,214.02.

Supervisor Hedstrom noted the legal expense account in the general fund is over budget and asked if the portion of the attorney's bills which were for reviewing industrial park developer's agreement should be recorded against the economic development fund. Treasurer Warneke and Clerk Kimberly-Maas stated they could recode the bills if it is the Board's wishes. Supervisor Hedstrom stated it wasn't necessary so long as the Board recognizes the bulk of the legal fees have been for the purpose of reviewing the M&M Machining developer's agreement in the Big Lake Industrial Park East.

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

#### Open Forum

Laurel Merten, Chair of the Big Lake Ambassadors Board, was present to speak during Open Forum. Ms. Merten introduced her husband Dave Mertens, Katie Osowski, and Amy Cross, who are also members of the Big Lake Ambassador Board. Laurel informed the Town Board her husband had checked out the key to the spud float storage area on Tuesday the 24<sup>th</sup> of June.

He had requested the key be kept until July 5<sup>th</sup>. Staff denied this request but allowed the checkout to extend through Monday June 30<sup>th</sup> as the agreement to use the storage area indicates the key may be checked out on a short-term basis. The key could be checked out again prior to the Independence Day parades, in which the float will be used. Ms. Merten explained the reason for requesting a longer checkout period is because the week of Spudfest through the Independence Day holiday is very busy for the Ambassador group. She also expressed her opinion of a 10-day checkout to be short-term. Her requests to the Board were to be able to keep through July 5<sup>th</sup>, have a meeting with the Building and Parks Committee to review the current agreement and more clearly define the key checkout timeframe, before the renewal of the agreement which is slated for mid-late July.

Supervisor Hedstrom noted the town staff were performing their jobs by limiting the timeframe per the current agreement and the reason for the agreement was to address the passing off of the key between Ambassador Board members and parents, as well as ensure the key is returned. Supervisor Hayes stated she believes short-term checkout is 3 days. Supervisor Hedstrom asked who was currently in control of the key. Mr. and Ms. Mertens assured the Board, Mr. Mertens has the key. Ms. Mertens noted late spring through late summer is when the Ambassadors are participating in parades and they need access to the float and Ambassador's property, which all stored in the township's storage building. Chair Aubol stated he felt it appropriate to allow the spud key be checked out through July 5<sup>th</sup>. The rest of the Supervisors concurred. A meeting will be set up between the Building and Parks Committee and Laurel Merten to review the storage agreement.

Raeann Danielowski, County Commissioner informed the Board the final PEL study for the Central Mississippi River Project has been completed and is available for public review and comment through July 24, 2025. She requested a link to the study and comment be added to the Town's website.

#### Announcements

- SpudFest June 26-29, 2025
- Town offices closed for Independence Day – Friday July 4, 2025
- BLFD JPB Regular Meeting Tuesday July 8, 2025 @ 5PM
- Town Board Regular Meeting Wednesday July 9, 2025 @ 6PM

#### Adjournment:

Motion/Second to adjourn Regular Board meeting at 6:50PM by: Hayes/Alfords. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Accepted this 9<sup>th</sup> day of July 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