



Regular Board Meeting
Wednesday July 09, 2025, 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday June 09, 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, Sargeant Derek Barrett – Sherburne County Sheriff's Department, County Commissioner Raeanne Danielowski, and newspaper reporter were in attendance.

Approval of Meeting Agenda

Motion/Second to accept the presented meeting agenda by: Hayes/Alfords. Approved by: Alfords, 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 06/25/2025, claims and payroll presented and call for Special Joint Powers Board meeting on Wednesday July 23, 2025 at 4:00PM in the City of Big Lake Council Chambers.

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

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

Sheriff's Department Report

Sergeant Darek Barrett reported 224 calls in the township for the month of June 2025 – down slightly from the previous month. Sgt. Barrett noted a personal injury accident on Old County Road 79 and 222nd Ave. involving a motorcycle which lost control on the 90° curve. The passenger sustained road rash, and the driver sustained a head trauma injury. Chair Aubol asked if Independence Day brought about a lot of activity. Sgt. Barrett was off-duty but there were a number of fireworks complaints called in.

Regular Business

Proposed Amendment to Subdivision Ord. Sec.10 - Standard Plat Sub.6 - Final Plat Process

Sherburne County Planning and Zoning submitted a proposed change to the standard platting process, to eliminate a second review by the Planning Advisory Board, when no changes were made to the plat after approval of the Preliminary Plat. If there are changes made to the preliminary plat, the final plat would need to be reviewed by the Planning Advisory Board, prior to submission to the County Board of Commissioners, for approval. Planning and Zoning requested review and comments from the Town Board. Board comments, as well as comments from the Planning Advisory Commission Public Hearing on June 26, 2025, will be presented to the County Board of Commissioners when they consider the proposed amendment during their July 22, 2025 meeting.

The Town Board was unanimous in their approval of the proposed amendment. Stating the change

will speed up the process of final platting. Board comments will be sent to Mitch Glines, County Senior Planner, so they can be included in the information provided to the Planning Advisory Commission.

Input requested regarding County Zoning and Subdivision Ordinances

In late 2023, Sherburne County updated its Comprehensive Land Use Plan. The Comprehensive Land Use Plan is the guiding document which serves as the basis for the County's official controls (Zoning and Subdivision Ordinance) per MN Statute 394.27. The Comprehensive Land Use Plan established the values, goals, and policies for addressing land use and development issues for the County for the next 20 years.

The Sherburne County Board of Commissioners authorized the Planning and Zoning Department to update the Zoning and Subdivision Ordinances with the assistance of Bolton & Menk. It is anticipated this process will take about a year. As part of their review and updating of the zoning and subdivision ordinances, the planning and zoning department invited the county's township board to submit any input they may have on issues or opportunities they would like to see addressed during the update process.

The Supervisors determined they were not provided enough time or information, to give meaningful comment on the very broad subjects, in the timeframe given to respond to the survey.

Supervisor Alford's noted, Sherburne County provides planning and zoning for the township. The Planning & Zoning Department has access to information of historical requests which could and/or should be addressed by a full rewrite of the ordinances.

Supervisor Hayes recognized the Zoning Ordinances are a living document. From time-to-time it is modified to comply with statutes as they are enacted and in reaction to societal changes. As was recently done for subsurface sewage treatment systems and accessory dwelling units.

The Board realized rewriting the ordinances will be a long process, as was the revision of the county's comprehensive plan. The Board's recommendation and request was the rewrite of the zoning ordinances to be handled in the same manner as was used for the comprehensive plan revision. They requested each section of the zoning ordinances be reviewed by planning & zoning. Then each section, with the proposed changes and reasoning for the changes, to be brought to the Town Board for discussion and recommendation.

The Board's comments and request for handling of the rewrite and Board input will be sent to Mitch Glines, County Senior Planner.

Roads

Supervisor Brenteson reported there has been no schedule update for the overlay projects. The town's vendors have been performing crack-filling and mowing. Additional maintenance projects are being identified. He hopes to have some numbers for the Board at the next meeting.

Supervisor Alford's reported both of the town's mowing vendors are out mowing ditches. One of the vendors, Driveway Services, has purchased a new piece of mowing equipment which has the ability to mow a wider swath in one pass. Both vendors are able to mow an 8' swath instead of a 4' swath in one pass. Time and costs will be tracked and compared to previous year's costs.

Business from the Board – Committee Reports/Updates

Supervisor Hayes reported a meeting of the Building and Parks Committee and members of the Big Lake Ambassador Board is scheduled for Tuesday July 15th at 9:30AM.

Supervisor Brenteson inquired on the status of setting a meeting up with City staff and a couple of elected officials to review the Big Lake Industrial Park East, Orderly Annexation Agreement. There are some questions pertaining to road maintenance and cost sharing which need to be discussed. Clerk Kimberly-Maas will contact Hanna Klimmek, City Administrator and coordinate a meeting. Supervisor Alford's, Supervisor Brenteson, Treasurer Warneke, and Clerk Kimberly-Maas will attend.

Treasurer's Business

Treasurer Warneke informed the Board the Town received the second part of the 2025 property tax settlement. He expects payment for the town and city jointly owned land in the next few days. All Recycle Day bills have been paid, receipts are in line and invoices were sent to participating agencies – City of Big Lake and Orrock Township. SCORE Grant fund reimbursement paperwork has been submitted to the County, and he anticipates the budget will be balanced.

Treasurer's Report

Treasurer Warneke provided information for all the town funds for a mid-year review. All of the funds are in good shape and where he expected. He noted the Elk River Fire contract has been paid for the year. There is a healthy balance of \$2,000,000 in the road fund to cover the 2025 projects and other routine maintenance. Big Lake fire fund is in good shape. Cemetery fund has \$17,000 in sales to date. Big Lake fire capital fund is down to \$362,000 but there aren't any large capital expenses planned in the next 6 months. The CMRP group is spending down their remaining balance.

After payment of approved claims, the town funds ending balance (less escrows) is: \$3,372,672.88; escrow funds balance: \$126,343.20. The total town treasury balance: \$3,499,016.08.

Motion/Second to approve the treasurer's report by: Alford/Brenteson. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion carried.
Financial Reports are retained as part of the Official Minutes, which are available in the Clerk's Office.

Open Forum

None.

Announcements

- Big Lake Community Food Shelf Produce & Pantry distribution, Monday July 21, from 3:30PM – 5:30PM or until goods are gone.
- Joint Powers Board Meeting Wednesday July 23, 2025 at 4:00PM in the City Council Chambers
- Next Regular Meeting Wednesday June 25, 2025 @ 6PM

Adjournment:

Motion/Second to adjourn Regular Board meeting at 6:39 by: Hayes/Hestrom. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. Motion prevailed.

Accepted this 23rd 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