



Regular Board Meeting  
Wednesday August 13, 2025, 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday August 13, 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 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, and newspaper reporter were in attendance. Supervisor Alfords was absent.

#### Approval of Meeting Agenda

Chair Aubol added discussion on the proposed Big Lake Ambassador's lease agreement to the agenda, as letter 'D', under 'Business'.

Motion/Second to accept the amended meeting agenda by: Hayes/Brenteson.  
Approved by: 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 07/23/2025 Joint Powers Board meeting, minutes, 07/23/2025 Town Board regular meeting minutes, claims and payroll submitted for payment between 07/23/2025 and 08/13/2025.

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

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

#### Sheriff's Department Report

Sergeant Darek Barrett reported 250 calls in the township for the month of July 2025. Sgt. Barrett reported the department was busy responding to several accidents in July. And many of those involved motorcycles. In addition to the accident responses, he informed the Board of a dwelling fire in the 19100 block of 147<sup>th</sup> St. where the damage was catastrophic, and thefts from storage units and off front porches, in the township. Finally, Sgt Barrett informed the Board the department had received numerous calls regarding the speed of travel on 211<sup>th</sup> Ave. which has become an unofficial detour for CSAH 15 and County Road 83, which are under construction. Supervisor Hedstrom asked how the department is doing as far as staffing is concerned. Sgt Barrett noted there have been some recent retirements and resignations. But the department has been able to meet their staffing needs as they have been hiring personnel the past 8 -9 months.

#### Regular Business

##### Request to store spent pull tabs in Lions area of pole shed – follow-up

During the July 23, 2025 meeting, the matter of allowing the Spud Fest organization to store spent pull tabs in the pole shed was presented to the Board. The Spud Fest organization

has other storage areas which are already at capacity, so additional storage is being sought to store the spent pull tabs to meet the MN statute required of 3 ½ years retention, before they can be destroyed. The idea was to store the spent pull tabs on park premises, in the section of the pole shed currently being used by the Big Lake Lions.

Clerk Kimberly-Maas contacted Peter Tiede, town attorney for guidance, as requested by the Town Board requested to find out if there would be any significant liability concerns for the Town if spent pull tabs were stored on township premises. It is Peter's that the town would be able to allow this type of storage. A lease agreement would need to be drafted which has very clear and indemnity/exculpatory language to ensure the Town would not be responsible for whatever liability the Spud Fest organization may have if they were audited and the spent pull tabs could not be produced. Additionally, should the Town Board decide to allow this storage, the Big Lake Lions Club would also need to agree, since access to the spent pull tabs would be made through the storage area leased by the Lions Club.

Supervisor Hayes inquired about the current situation regarding the keyed access to the storage area. Clerk Kimberly-Maas informed the Board the Lions requested their storage door be omitted from the Medeco key system, when the Town converted the rest of the locks. The Lions control which of their members have a key. The town office also has a key. Recently, Lions member Deb Johnson requested the lock be converted to the Medeco system. The request includes the Lions only have one key which will access all areas the Lions members are allowed. Two new key styles will be needed if both the Board and Lions approve storing of spent pull tabs. One for Lions members and one which only opens the shed storage door. Russell's will be contacted when the decision on allowing the spent tabs is made by the Board and Lions. The supervisors agreed to pass any cost to add key styles to the Medeco will be passed on to benefiting organization(s) – Lions and Spud Fest.

Motion/second to approve storage of the Spud Fest organization's spent pull-tabs within the Big Lake Lions space, in the pole shed, contingent on the Lions organization's approval and contingent upon any other storage area becoming available by: Hedstrom/Hayes. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

### 2025 Overlays Addendum #1

2025 overlay change order #1 – portion of 200<sup>th</sup> Ave. in Spanky's Corner was approved during the June 11, 2025, meeting. The Road Committee revisited 200<sup>th</sup> Ave. after that meeting and reviewed roads in the Wild Run subdivision. The committee has determined the full length of 200<sup>th</sup> Ave. in Spanky's Corner and the roads in Wild Run also need to be overlaid. Because additional overlays will cost more than the \$75,000 threshold, the road committee obtained two (2) quotes, for consideration by the Board. The Road Committee's recommendation is to award the additional work separately. The quotes received are as follows:

<u>Vendor</u>	<u>Spanky's Corner</u>	<u>Wild Run</u>
ASTECH	\$ 78,398.32	\$ 88,437.50
Knife River	\$ 68,368.20	\$ 86,897.00

Motion/second to award contract to Knife River for overlay work on 200<sup>th</sup> Ave. – Spanky's Corner, in the amount of \$ 68,368.20 by: Aubol/Hayes. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Motion/second to award contract to Knife River for overlay work in Wild Run, in the amount of \$ 86,897.00 by: Aubol/Hayes. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

### 2025 Recycle Day reimbursement

The Town receives SCORE grant funding to assist with costs associated with holding the annual recycle day. All 2025 bills and supporting documentation were sent to Sherburne County Planning & Zoning. After review, the determination is all three participating agencies will receive the full SCORE grant amount, set forth in the agreements made with Sherburne County (Big Lake Township - \$ 18,700; City of Big Lake - \$ 11,800; Orrock Township - \$ 8,000).

The Clerk learned there are some unclaimed SCORE grant dollars, set aside for recycle day events. Maureen Mossak, Sherburne County Environmental Specialist, will be submitting the information at an upcoming County Board meeting, with a request to have the additional funds awarded to local governing agencies whose expenses exceeded their initial SCORE grant amounts and Big Lake Township may receive some of those unclaimed SCORE grant funds.

### Proposed storage shed lease agreement - Big Lake Ambassadors

The Big Lake Ambassadors have yet to sign the lease agreement approved by the Board during the July 23, 2025, meeting and sent to them on July 24, 2025. Terms in the active lease agreement, signed in 2024 are unmet. The organization has yet to pay the annual \$100 fee or provide an updated damage and security deposit check of \$250. The clerk's office has followed up with Laurel Merten twice looking for a status update on the agreement – on 07/30/2025 and 08/12/2025. The first response from Ms. Merten indicated their lawyer had been on vacation, causing a delay in the review of the agreement. In the second response, Ms. Merten requested notes/changes sent to her, indicating some of the language conflicted with notes taken by Ambassador board members during the meeting with the Building and Parks Committee. After speaking with Chair Aubol and Supervisor Hayes, Clerk Kimberly-Maas informed Ms. Merten, that the agreement sent to the Ambassadors was what the Board approved. There was no additional communication from Ms. Merten, prior to commencing the town meeting. Supervisor Hayes noted the language in the approved agreement was based on the 2 plus hour meeting between the Ambassador board members and Building and Parks Committee. Chair Aubol suggested the Board take steps to notify the Big Lake Ambassador organization that the Board is terminating the storage lease agreement and relationship between the Town and the Ambassadors. He suggested the Board give a 30 day notice to remove their property and vacate the premises. Supervisor Hayes stated the nominal \$100 fee paid to lease the storage area does not cover the cost of the several hours taken by the town officers to meet with the organization, the town's attorney fees to draft a new lease agreement, and staff time to follow-up with the organization. Supervisor Hedstrom concurred and noted the Big Lake Ambassador organization is receiving a generous benefit for their nominal \$100 annual fee. Supervisor Hayes stated she would like the start date for the 30-day notice to vacate, beginning on August 13, 2025, noting the organization is not meeting terms in the current agreement.

Motion/second to rescind the agreement sent to the Big Lake Ambassadors on July 24, 2025, and send notice to terminate the current lease agreement with the Big Lake Ambassadors, giving them 30-days to remove all of the organization's property from the storage area, and vacate the premises by: Hayes/Aubol. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

### Roads

Supervisor Brenteson reported overlay work had begun and mowing and crack filling was also being performed.

The Road Committee received the engineer's estimate to seal coat roads identified during the spring road tour. The cost is based on a per linear foot amount. The total engineer's

estimate is \$160,000 - \$170,000. The threshold requiring the Board to get sealed bids is \$175,000. The Road Committee was requesting Board authorization to seek 2-3 quotes for the work.

Motion/second authorizing the Road Committee to seek quotes for seal coat projects by: Aubol/Hedstrom. Approved by: Aubol, Brenteson, Hayes, and Hedstrom.

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

Supervisor Hedstrom informed the Board the fire department is visiting area businesses to inspect the key boxes. He asked if there is a town ordinance requiring businesses to have a key box. And there is no such town ordinance. He and Clerk Kimberly-Maas will verify the town hall key box has a Medeco key in it, after the meeting.

Chair Aubol traveled with Sherburne County personnel to Waite Park to attend planning and zoning training. His upcoming Planning Advisory Committee meeting will review and act on an new plat consisting of 14 lots, in Livonia Township, some additional smaller plats, and a medium contractor's yard proposed for Highway 169,

#### Treasurer's Business & Report

Treasurer Warneke reported half-way through the year, the general fund receipts are good, and the audit bill is outstanding. Interest in the road fund is ahead of expectation, the parks fund has a surplus, and all the rest of the funds are in good condition. Supervisor Hayes asked if there was any further thought or need for discussion on replacing E911 signs in the township. She has been paying closer attention to them as she travels the township and has seen many which are terribly faded, or the numbers are peeling. It was suggested that some of the surplus snow control money in the road fund could be used to replace them. Treasurer Warneke said that some of the newer developments have the new diamond grade signs and residents have also been replacing them. He also informed the Board E911 signs are accounted for in the fire fund. This could be changed to the road fund or by unanimous vote, he Board could move money from the road fund to the fire fund.

After payment of approved claims, the town funds ending balance (less escrows) is: \$3,380,292.00; escrow funds balance: \$126,515.28. The total town treasury balance: \$3,506,807.28.

Motion/Second to approve the treasurer's report by: Hayes/Brenteson. Approved by: 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 August 18, 2025, 3:30 – 5:30
- Town Board Regular Meeting Wednesday August 27, 2025 @ 6PM
- Office Closed Labor Day - Monday September 1, 2025
- BLFD JPB meeting Tuesday September 2, 2025 @ 5PM in Big Lake Fire Department conference/training room
- Dog & cat vaccination clinic and well water nitrate testing - Saturday September 6th 9AM - Noon
- Annual Meeting RECONVENES Wednesday September 10, 2025 @ 6PM – to set & certify 2026 Town Levy

- Sherburne County Household Hazardous Waste collection Wednesday, September 17th from 2-5pm

Adjournment:

Motion/Second to adjourn Regular Board meeting at 6:56 by: Hayes/Hedstrom.

Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Accepted this 27<sup>th</sup> day of August 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