



Regular Board Meeting
Wednesday September 24, 2025, 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday September 24, 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, variance applicant David Lark, encroachment agreement applicant Michael John, and County Commissioner Raeanne Danielowski, were in attendance.

Approval of Meeting Agenda

Motion/Second to accept the meeting agenda presented by: Hayes/Hedstrom.
Approved by: Alford, 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, and approval of Town regular meeting minutes from 09/10/2025, claims and payroll paid between 09/10/2025 – 09/24/2025, and receipt of the DRAFT Annual Meeting Reconvention minutes.

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

Big Lake Fire Department Report

Chief Seth Hansen reported the department has responded to 286 calls this year. Of those calls 189 have been in the City of Big Lake, 66 in Big Lake Township, 18 in Orrock Township, and 13 mutual aid calls. Calls of interest included four (4) fires – 3 building; one (1) motor vehicle accident (MVA), two (2) hazardous conditions – downed powerlines, and five (5) smoke/CO alarms. Training consisted of driving refresher, address location, on-scene communications, and heat stress prevention. Members of the department participated with other local agencies on Patriot Day – to remember the victims of the September 11th catastrophe and attended the Big Lake Block Party. Firefighters will be bagging groceries during Coborn's Fall Festival on Saturday, October 4th from 8AM – 5PM. The popular annual open house is scheduled for Saturday, October 18th from 11AM – 2PM. The open house will feature live auto extrications & fire demos, three helicopters (Life Link III, North Memorial Air Care, and MN State Patrol), MN DNR & DNR Forestry, Sherburne County Water Patrol, CentraCare Ambulance, Big Lake PD, face painting, pizza and other refreshments, bounce house, and a free pumpkin to all children who complete their pumpkin pass.

Regular Business

Variance request – 10-00401-0230

The Board was presented with a request for a 48' variance in setback, from the ordinary high-water level (OHWL) of Eagle Lake. The required setback from the OHWL of Eagle Lake is 75'. David Lark applied for the variance to allow for a new tank to be installed to service the two-bedroom structure, on the property located at 18978 227th Ave NW, Big Lake MN.

The Board reviewed the request and sent their recommendations for the variance. The Board's comments were to move the location for the new tank further from the shoreline – decreasing the length of variance request, removal of the old cesspool tank instead of crushing and leaving it. The septic plans would need to be redrawn to indicate the Board's recommendations. Clekr Maas will send these comments to Sherburne County Planning and Zoning.

Encroachment Agreement request – 10-00514-0105

The Board was presented with a request for an encroachment agreement to allow for the construction of an elevated walkway through a drainage and utility easement, on Lot 1, Block 1, Meadowlands Second Addition Revised plat - located at 18485 221st Ave NW, Big Lake, MN. The proposed walkway will allow for easier access to the Elk River, which runs on the backside of the lot. The area in which the walkway will pass is considered a wetland and in the FEMA flood zone. The applicant – Michael John is working with Sherburne County Planning and Zoning and James Bedell, Area Hydrologist with the DNR, for permitting purposes.

Sherburne County Planning & Zoning department will not issue a building permit unless an encroachment agreement is given for the project and directed Mr. John to contact the Town to obtain one.

Mr. John has deposited \$300.00 in escrow to cover any associated costs in writing and recording the encroachment agreement and has hired an engineering firm to generate the legal depiction and description of the proposed encroachment. The encroachment agreement will need to be reviewed by the Town's legal counsel before signatures are obtained.

The Board discussed the request and had no concerns regarding the issuance of an encroachment agreement. Supervisor Alfords questioned if the specific location of the encroachment area was needed or if the agreement could be for the whole easement. Clerk Maas informed the Board all previous encroachment and license agreements included the specific location of the encroachment.

Motion/second to approve issuing an encroachment agreement for the purpose of constructing an elevated walkway through the drainage and utility easement on Lot 1, Block 1, Meadowlands Second Addition Revised plat, contingent on receipt of the legal depiction and description of the encroachment area and review by Peter Tiede, the Town's legal counsel, by: Hedstrom/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes and Hedstrom. None opposed or abstained. Motion carried.

Jabro Big Lake, LLC Land Sale & Contract for Private Development Extension

On July 23, 2025, the Town of Big Lake and City of Big Lake Joint Powers Board approved Joint Resolution 2025-01 to Convey Lot 2, Block 1, Big Lake industrial Park East Plat Seven (Big Lake Industrial Park East – Phase II) and enter into Contract for Private Development with Jabro Big Lake, LLC on behalf of M&M Precision Machining, Inc. The Contract set a deadline of September 29, 2025, for the land transaction closing date. The buyer approached Marie Popp, City Planner for the City of Big Lake, indicating they needed additional time to

assemble funding and requested an extension for the closing deadline.

The Board and City Council both considered adopting Joint Resolution 2025-03 - A Resolution Approving a First Amendment to the Contract for Private Development for Jabro Big Lake, LLC. and M&M Precision Machining, Inc. during their respective meetings. The First Amendment includes a new closing deadline of November 14, 2025. All other items in the contract remained the same.

Motion/second to adopt Joint Resolution 2025-03 a Joint Resolution approving the First Amendment to the Contract for Private Development with Jabro Big Lake LLC and M&M Precision Machining, Inc. by: Hayes/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes and Hedstrom. None opposed or abstained. Motion carried.

Roads

Road Committee members Supervisor Alfords, Supervisor Brenteson, and Treasurer Warneke reported:

The finishing touches of shouldering and seeding for the overlay projects has been done.

The Birch Lake boat landing has been improved with new cement ramp planks, rock, and asphalt. The slope of the landing was reduced in effort to alleviate future degradation.

The autumn road tour was postponed and will begin on Monday September 29th with future dates to be determined at the end of the day.

Treasurer Warneke coordinated striping of various roads, which has also been completed.

Fall mowing will begin soon.

Business from the Board – Committee Reports/Updates

Building and Parks Committee member, Chair Aubol, informed the Board vendor Mike Leverty – TW Hauling and Excavating, smoothed the reclaimed bituminous which was placed on the parking lot near the County Road 5, ballfield. He will also be performing brush mowing along the park trails. The trash enclosure punch list has a few items outstanding. The handrails near the town office door and the merry-go-round have been repainted and look very nice.

Treasurer's Business

Treasurer Warneke informed the Board that Sherburne County Auditor's Office sent the projected 2026 tax information. The tax capacity is up to roughly \$14,000,000. The township's tax rate is projected at 18.07% - the lowest it's been since 2017. Ken reviewed information on the State Auditor's office, as well. The most recent information on the site is from 2023. Big Lake Township's tax capacity is roughly \$300 per resident, in 2023.

Treasurer's Report

Treasurer Warneke reported the Town's fund balances are in good shape. The interest earned is higher than projected. Most accounts in the general fund are underspent with the building and parks account \$25,000.00 underspent. He reviewed the Treasurer's Report and financial statements as of 09/16/2025 with the Board. The funds highlighted in the report included the general fund with a balance of \$ 421,225.98 and road fund with a balance of \$ 1,963,736.07. The town fund cash balance (less escrows) \$ 3,319,333.43; escrow funds balance: \$ 150,486.98. The total town treasury balance: \$ 3,469,820.41.

Motion/Second to approve the treasurer's report by: Alfords/Brenteson Approved by: Alfords, 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

Raeann Danielowski, County Commissioner, reported the County Road 5 reclamation project is underway and she is hopeful it will be completed before the projected end date. The preliminary work for the pedestrian bridge over the Elk River, to connect the trail system from the City of Big Lake to the Township's Lions Park, will begin this fall – after the CSAH 5 overlay project is complete. Board members inquired about the strength of the new road – 9 or 10 ton. Clerk Kimberly-Maas will request the road specifications from Brak Braken, County Engineer.

Announcements

- Next Town Board meeting Wednesday October 8, 2025 – 6PM
- Veteran's Dinner Saturday October 11, 2025, 11AM – 2PM (or until food is gone)
 - Active-duty military and veterans, plus one guest

Adjournment:

Motion/Second to adjourn Regular Board meeting at 6:48PM by: Hayes/Alfords. Approved by: Alfords, Aubol, Brenteson, Hayes and Hedstrom. None opposed. Motion prevailed.

Accepted this 8th day of October 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