



Regular Board Meeting  
Wednesday October 8, 2025, 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday October 8, 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 Clerk Debbie Workman, Deputy Treasurer Becky Guthrie, Sergeant Aaron Sturm – Sherburne County Sheriff's Department, and newspaper reporter were in attendance.

#### Approval of Meeting Agenda

Motion/Second to accept the presented meeting agenda by: Hayes/Hedstrom.  
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 09/24/2025 Town Board regular meeting minutes, claims and payroll submitted for payment between 09/25/2025 and 10/08/2025 and review of the Big Lake Fire Department claims presented.

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

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

#### Sheriff's Department Report

Sergeant Aaron Sturm reported 230 calls in the township for the month of September 2025. Sgt. Sturm highlighted 67 traffic stops, 11 security checks, four (4) park patrols, and two (2) school bus stop-arm violations. Supervisor Brenteson inquired if there were any resulting injuries from the stop-arm violations and if there seem to be more of these violations than past school years. Sgt. Sturm informed the Board there were no injuries as result of the September violations but there seems to be an increase in stop arm violations are increasing annually.

#### Regular Business

##### Recategorization of budgeted funds

The 2025 approved budget allocated funds to the paid insurance/health object codes for the Treasurer, Clerk, and Deputy Clerk's participation of QSEHRA benefits. However, the Board chose to cancel participation in QSEHRA and opted to pay a monthly in-lieu stipend, instead.

The monthly stipend is paid out of the other pay object code. To properly account for the stipend, the Board is being asked to authorize moving the approved budget money from the employer paid insurance/health account to the other pay account in the general fund. Moving the funds will not affect the amount budgeted for the benefit.

Unanimous approval of the Board is required for this transfer.

Chair Aubol asked if there would ever be a reason to put money in the insurance/health object code. Clerk Kimberly-Maas stated if the Board decided offer QSEHRA to all staff members, at the same contribution amount, the funds would be accounted in the paid insurance/health object code.

Motion/second to recategorize 2025 budgeted funds from the paid insurance/health to the other pay object code by: Hayes/Hedstrom. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None opposed or abstained. Motion carried.

#### BLFD CIP Purchase – Parking Lot Improvements

In September of 2024, City Council and the Town of Big Lake approved the Fire Station parking lot upgrades and awarded the contract to Astech Corp. Costs associated with maintaining the Fire Station parking lot are shared equally between the City and the Township, as both entities jointly own the facility and related assets. The project budget was set at \$100,000.00, of which \$94,316.30 has been spent.

At the September 2025 Fire Board meeting, additional upgrades were recommended to complete the project:

Total Seal Coat the Parking lot - \$8,750 (Town's portion: \$4,375)

- Chip Seal - \$7,500
- Fog Seal - \$1,250

Parking Lot Drainage - \$11,415 (Town's portion: \$5,707.50)

- Mobilization - \$1,200
- Correct drainage issues - \$7,375
- Topsoil where needed - \$2,040
- Hydro-seeding - \$800

Astech began the seal work on October 2, 2025, to ensure completion prior to the Fire Department Open House on October 18, 2025. The drainage work will occur after the event.

Supervisor Brenteson and City Engineer Layne Otteson recommend approval of the projects.

Supervisor Brenteson coordinated the estimates and project schedule. He informed the Board the warm weather and timing of the open house were determining factors in getting the fog chip seal and fog seal done the previous week. He'd inspected the work and is pleased with the results. He also noted the drainage work done in 2024 was incomplete. Two options to correct the drainage issues are being considered. One is to create an open ditch to a culvert. The other is to build a catch basin near County Road 43 which will be tied into the storm sewer system. Supervisor Hedstrom reminded the Board of the plans to construct a sidewalk adjacent to the County Road and to be mindful of this if the option to build a catch basin is the preferred correction.

The total cost of these projects is \$20,165 and will be shared equally by the Town and City. The Town's total cost will be \$10,082.50, which will be taken out of the Fire Capital Fund.

Motion/second to ratify the Big Lake Fire Department parking lot seal coat capital improvement project in the amount of \$4,375 and the drainage correction capital improvement project in the amount of \$5,707.50 for a total of \$10,082.50 by: Hayes/Alford. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None opposed or abstained. Motion carried.

### BLFD CIP Purchase – Computers & Firewall

At the September 2, 2025 Fire Board meeting, the Joint Powers Board recommended moving forward with the replacement of office computers and a firewall, consistent with the Big Lake Fire Department's 2025 Capital Improvement Plan (CIP).

Equipment to be Replaced (2025):

- Dispatch Computer
- Captain Computers (2)
- Chief Computers (2)

In addition, a new firewall will be purchased as the existing unit is failing.

The 2025 Fire Department CIP included \$6,500 for computer replacements. These capital items are cost-shared 50/50 between the Town of Big Lake and the City of Big Lake. Recommended Purchase:

Staff is recommending the purchase of four (4) Dell OptiPlex 7020 Plus Tower 7000 Business Desktop Computers and one (1) FortiGate-40F Network Security Firewall from Amazon.

- Total Projected Cost: \$6,242.62
- Town Share (50%): \$3,121.31
- Town Budget Impact: The Town's 2025 budget included a \$73,500 for Capital Outlay Improvements Other than Buildings.

Motion/second to approve Big Lake Fire Department capital outlay improvements other than buildings purchase of four (4) computers, one (1) firewall, and four-year protection plans for all equipment in the amount of \$3,121.31 by: Hayes/Brenteson. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None opposed or abstained. Motion carried.

### 2024 Overlay final retainage payment

OMG Midwest, Inc. dba Minnesota Paving and Materials performed overlays on township roads in 2024. The company is requesting payment of \$37,051.66, which reflects the standard 5% retainage of the full cost of the overlay.

The 2024 overlay budget was set at \$700,000.00, of which \$658,270.01 has already been spent leaving \$41,729.99 in the budget, at the end of 2024.

The workmanship and vegetation establishment has been reviewed by Road Committee members and the Town Engineer. All aspects of the project have been satisfactorily completed.

OMG Midwest, Inc. has provided the Contractor's Affidavits and Waiver of Mechanic's Liens which are the required documentation to make final payment.

Motion/second to pay 2024 overlay final retainage payment to OMG Midwest, Inc. dba Minnesota Paving and Materials in the amount of \$37,051.66 by: Hedstrom/Hayes. Approved by: Alford, Aubol, Brenteson, Hayes, Hedstrom. None opposed or abstained. Motion carried.

### 2025 Overlay contracts partial payment #1

Knife River Corporation – North Central performed 2025 overlay projects, on township roads in 2025. The company is requesting partial payment for the original and addendum #1 contract less the standard 5% retainage amount.

2025 Overlay Contract:

- Contract amount: \$438,534.80
- Completed to date: \$428,181.50
- %5 retainage: \$21,409.08
- Requested amount: \$406,772.43

2025 Overlay Contract Addendum #1:

- Contract amount: \$155,230.20

- Competed to date: \$141,366.46
- %5 retainage: \$7,068.32
- Requested amount: \$134,296.14

The total of the payment requests is 2025 overlay budget was set at \$700,000.00.

The workmanship has been reviewed by Road Committee members and the Town Engineer. All aspects of the project have been satisfactorily completed.

Motion/second to make 2025 overlay contract #1 partial payment in the amount of \$406,772.43 and 2025 overlay contract #2 partial payment in the amount of \$134,296.14 to Knife River Corporation – North Central by: Brenteson/Hedstrom. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None opposed or abstained. Motion carried.

### Roads

Supervisor Brenteson reported the autumn road tour was completed the previous week. Road conditions look good. Areas in need of brushing and trimming were identified, some crack-filling needs to be completed, a few potholes and areas in need of shouldering materials were identified, and 2026 overlay project roads were reviewed. Supervisor Aubol reflected the group was able to watch the vendor's employee use the forestry head on the boom to cut brush. Group directed the operator to cut the vegetation further back in the right-of-way, because they witnessed the vegetation which had been cut back is recovering quickly. Supervisor Alford noted the Town is now cutting back vegetation to the right-of-way line, which previously was not done. This practice is and will help to keep the ROW clear.

Supervisor Hedstrom asked if there was any conversation of replacing the E911 signs in the township. He suggested Becker Township be contacted to find out what was done in that township when all E911 were replaced. Supervisor Brenteson stated a plan "B" is being discussed since ARPA funds were used on other projects.

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

Chair Aubol informed the attendees there was no business for the County Planning Commission, so the meeting had been cancelled.

### Treasurer's Business & Report

Treasurer Warneke reported there has been a fair amount of financial activity and the approved overlay payments were reflected in the reports being presented for approval. He reviewed the interim financial report with the Board. He noted the general fund receipts reflected an excess of \$37,000 of which roughly \$10,000 was from recycle day receipts, including the additional SCORE grant funds received. Property tax receipts were also a bit higher than budgeted. He pointed out a transaction in the "other financial services" object which was a passthrough of fund from the Big Lake Fire Department Relief Association to PERA SVF for the final contribution from the relief association. Expenses in the general fund are under in the clerk's budget, slightly under in assessing, slightly over in auditing and still \$31,000 under in the parks area. The general fund expenses are \$55,000 under budget. General fund balance is \$408,737.36

The road fund has received a bit more in state aid than budgeted and there is \$42,000 more than anticipated because the amounts to be received from the Meadow Estates South development were unknown when the budget was made. The road fund was \$140,000 over in revenues. On the expenses side the maintenance building is slightly over budget and known bills from the County and City of Big Lake for County Road 43 project and trails work, have yet to be received. The total amount anticipated for these bills is \$126,000. The road fund balance is \$1,365,035.13

The beginning balance of town funds was \$ \$3,781,569.05. The town received \$2,075,891.19. After payment of approved claims \$3,134,553.95, the town funds ending balance (less escrows) was \$2,722,906.29. The escrow funds balance was \$150,870.00 The total town treasury balance equaled \$2,873,776.29.

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

Open Forum

None.

Announcements

- Veteran's Day Dinner – for veteran's, active military, and one guest; Saturday October 11, 2025 – 11AM – 2PM or until food is gone @ Big Lake Town Hall
- FD Open House – Saturday October 18, 2025 – 11AM – 2PM
- SCAT Meeting - Wednesday October 15, 2025 – meal @ 6PM, meeting @ 7PM
- Town Board Regular Meeting Wednesday October 22, 2025 @ 6PM

Adjournment:

Motion/Second to adjourn Regular Board meeting at 6:29 by: Hayes/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Accepted this 22<sup>nd</sup> 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