



Regular Board Meeting and Local Board of Audit  
Wednesday February 25, 2026 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:08 PM, on Wednesday February 25, 2026, 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. Larry Alford – via telecommunications, per MN Statute Stat. 13D.02, Supervisor Laura Hayes, Vice-chair Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Deputy Treasurer Becky Guthrie, Captain Tim Davis - Big Lake Fire Department, Marie Popp, Community Development Director, City of Big Lake, County Commissioner Raeanne Danielowski, and one township resident were in attendance. Per MN Statute 13D.02 all voting was done by rollcall.

Approval of Meeting Agenda

Motion/Second to accept the presented meeting agenda by: Hayes/Hedstrom. Approved by: Alford, Aubol, Hayes, and Hedstrom. None opposed. Motion carried. The meeting proceeded in accordance with the agenda presented.

Approval of Consent Agenda

The Consent Agenda consisted of: A) Approval of Minutes; Regular meeting of 02/11/2026. B) Ratify claims and payroll paid between 01/28/2025 and 02/10/2026.

Motion/Second to Approve consent agenda by: Hedstrom/Hayes. Approved by: Alford, Aubol, Hayes, and Hedstrom. None Opposed. Motion carried.

Fire Department Update

Captain Tim Davis gave the monthly fire department update for the month of January. Captain Davis reported a total of 44 calls for service were made with 30 in the City of Big Lake, 12 in Big Lake Township, and 2 in Orrock Township. Four of those were fire calls – one (1) structure fire in the City of Big Lake and one (1) structure fire in Big Lake Township. The firefighters participated in Rapid Intervention Team (RIT) training and gear inspection in January. During RIT, each captain takes their charges into the training and gives them instructions.

Town Business

City of Big Lake community development update

Marie Popp, City of Big Lake Community Development Director, made a presentation to the Board regarding 2025 development within the city and upcoming matters affecting the Town and City.

In 2025, three properties in the jointly owned Big Lake Industrial Park East development, were sold and buildings are being built by RAWR Organics, White Bear Clothing, and M & M Precision Machining. The city is looking to redevelop 421 Foley Ave, which is owned by the Big

Lake Economic Development Association. This parcel once housed a fertilizer distributor, and the city is working with the Minnesota Department of Agriculture and the prior owner to allow for remaining structures to be demolished. The city has received two applications for annexation. The first is from Ralph and Mary Kiffmeyer. They have requested their three parcels, totaling 50 acres, along 201<sup>st</sup> Ave be annexed into the city. Shores of Elk River plat consisting of 72 lots has been submitted as part of the application. A second annexation application was submitted by Dellwood Land Development. This consists of 3 parcels totaling approximately 115 acres is south of the BNSF rail line, west of the Norwood addition, and is being marketed as industrial use. The city is working on their new public safety facility. The city learned a federal grant of \$2 million for their \$50-\$60 million wastewater treatment facility expansion. Lady of the Lake Catholic Church is consolidating with the Becker congregation, and the diocese is making plans to tear down the Big Lake church and sell the property. City staff and officials took tours of the Minnesota House and Senate. The city is interviewing to fill the Community Development Coordinator and plans to be fully staffed in the next couple of months. The city continues to update their building codes and are working with the DNR to rework their shoreland ordinance.

Chair Aubol inquired if there were any plans in the works in the Marketplace area, beyond Midwest Lumber. Marie informed the board that there were no known plans for that area. The development application for Marketplace north of Highway 10 was extended. But there was nothing planned on the south side of Highway 10.

#### Improvements Minnesota Ave. in Big Lake Industrial Park East

The city was approached by an area contractor working in the Industrial Park about pulling soil from an outlot in BLIPE for a city project. To access the lot the contractor would be willing to grade the unimproved segment of Minnesota Avenue. Chair Aubol, Supervisor Hedstrom they feel the city can contract with the vendor, but the cost for any improvements will be the sole responsibility of the city. Supervisor Alford told the other board members the streets should be treated as the city's including maintenance, improvements, and paying for these things.

Motion/second to allow the city to treat the unimproved segment of Minnesota Ave. which lays between 176th St. NW and 177th St. NW, in Big Lake Industrial Park East plats two, five, and six, as a city street and move forward as such. Costs for any improvements shall be the sole responsibility of the City by: Aubol/Hedstrom. Approved by: Alford, Aubol, Hayes, and Hedstrom. None opposed. Motion carried.

#### Property Assessment Agreement with County Assessor's Office

Sherburne County Assessor's Office provides assessments of township properties. The current agreement between the Town and the Assessor's Office runs through June 30, 2027. The proposed agreement will begin on July 1, 2027, and run through December 31, 2030. The fee schedule calls for an annual 3% increase in assessing fees.

Motion/second to approve agreement for County Assessor's Office to provide appraisals of township properties, July 1, 2027 – December 31, 2030. by: Aubol/Alford. Approved by: Alford, Aubol, Hayes, and Hedstrom. None Opposed. Motion carried.

#### Big Lake Community Food Shelf letter of intent

Big Lake Community Food Shelf is looking for a new location and is contacting local governing agencies who may want to partner with the food shelf in locating a new venue. Chair Aubol recognized the letter on behalf of the Board. He noted the town has no

appropriate locations for the food shelf but will keep them in mind should any potential locations become available.

#### Request to use parking lot for staging/refueling location

Xcel Energy will be starting maintenance on an existing 345 KV transmission line from the Sherco Power Plant (Becker, MN) to the Coon Creek Substation (Coon Rapids, MN).

- The work will involve replacing the top non-energized shield wire(s) and other maintenance that has been identified.
- This work will be completed by a combination of ground and helicopter access.

Livewire Aviation will be providing helicopter services for the project and has requested use of the town hall parking lot as a refueling location while working on lines traveling through Big Lake Township. The area needed to stage refueling equipment and where the helicopter will land will be cordoned off by Livewire Aviation. Refueling equipment consists of a 1-ton truck equipped with a 300-gallon fuel tank and a 16' tandem trailer. The one piece of equipment which will remain on premises overnight is the 16' trailer, which will have the tongue removed. Helicopter work will start in early March of 2026 with work in Big Lake Township scheduled to begin early mid-May and last a couple of weeks. Livewire Aviation has been informed of the Big Lake Community Food Shelf's produce and pantry food distribution, slated for Monday May 18th and will make accommodations / schedule changes as to not disrupt BLCFS distribution event.

Livewire Aviation will provide a certificate of insurance with a minimum of state tort limits (\$1.5 million) with the Town of Big Lake named as an additional certificate holder, should the request be approved.

Dave McCallan was at the meeting to provide information regarding measures which will be taken to ensure the area is safe during refueling. Livewire Aviation is bound and follows FAA rules.

Motion/second entering into agreement to use Big Lake Township's Lions Park parking lot as a refueling location during maintenance of Xcel Energy's 345KV transmission lines located in Big Lake Township by: Hayes/Hedstrom. Approved by: Alfords, Aubol, Hayes, and Hedstrom. None opposed. Motion carried.

#### Roads

Chair Aubol reported there have been no concerns on the roads and the 2026 road improvement bids will be opened on Thursday March 12<sup>th</sup> at 11:00AM at the town hall.

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

Chair Aubol attended the Planning and Zoning Advisory Board meeting. The US Solar and Minnesota Municipal Power Agency's proposal for a solar project next to Meadowbrook was discussed. Many members of the public were in attendance to express their concerns and opinions. The Advisory Board recommended denial of the variance for full screening.

#### Treasurer's business and report

Treasurer Warneke presented the Board with the audit engagement letters from KVD Bergen and Schlenner, Wenner & Associates for the annual audits of the Big Lake Fire Department and the Town of Big Lake, which were signed by Treasurer Warneke. He noted there are limited firms which perform these services. KDV Bergen will be performing the fire department the week of March 16<sup>th</sup> and the township audit will be performed by Schlenner, Wenner the week of May 12<sup>th</sup>.

The treasurer's report highlighted balances from interim financial report. The general

fund (\$478,403.16) and road fund (\$ 1,652,466.83).

February 11, 2026, cash balance report ending balances (less escrows) after payment of approved claims, town funds: \$ 3,230,512.28; escrow funds balance: \$ 123,957.63; total town treasury balance: \$ 3,354,469.91.

Motion/Second to approve the Treasurer's report by: Aubol/Hayes. Approved by: Alford's, Aubol, 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

\*Supervisor Alford's exited the meeting prior to the board of audit.

#### 2025 Board of Audit

*The Town Board is charged with reviewing and verifying the financial books of the Town, annually per Minn. Stat. § 366.20 and Minn. Stat. § 366.21. Because the Town serves as the Fiscal Agent for the Big Lake Fire Department per the 2017 Joint Powers Agreement, the Board is also asked to review the Fire Department's financial books, as part of the board of audit. For each regular meeting, the fire chief reviews and approves fire department claims. The town board reviews and approves town claims, as well as reviewing the *fire department claims, at each meeting.**

Treasurer Warneke explained that the town keeps the official set of accounting books on the clerk's computer, and a subsidiary set of books on the deputy treasurer's computer, for internal control purposes. The clerk processes all claims, payroll, receipts, and has the official budget. The subsidiary copy has a copy of the budget and receipts and disbursements are recorded in it. Every month the bank statements are reconciled against the official financial books every month by the treasurer/deputy treasurer and both sets of the financials are balanced. The town board reviews and approves the town's cash control statements during the first monthly meeting, which includes the bank statement reconciliations. The Big Lake Fire Department Joint Powers Board reviews and approves the department's cash control statements and bank reconciliation statements at their meetings.

For the Board of Audit, binders for the Town and BLFD were prepared and presented, for the supervisors to review. Included in the binders were receipt ledgers, disbursement ledgers, cash control statements, outstanding check listings, and vendor ledgers, from the official and subsidiary financials. Treasurer Warneke asked the supervisors to review the balance on the cash control statements from the official and subsidiary financials and verify the same information is on the bank and 4M statements. Treasurer Warneke informed the board that Sherburne State bank issues a collateral statement for the town's investments held there. The bank's pledge exceeds the required amount, by over double. He noted the majority of the town's and BLFD investments are held in 4M investments which meet statutory investment requirements.

Each supervisor selected a receipt and a disbursement from the presented reports to audit. Those selected were verified to have the original receipt, claim/disbursement in the physical files, as well as shown in the bank statements.

The following Town receipts were pulled and verified:

<u>Receipt #</u>	<u>Receipt Date</u>	<u>Payor</u>	<u>Amount</u>	<u>Verified</u>	Treas/Clerk/Bank
ACH250102	01/02/2025	Verizon Wireless	\$1,207.50	Y / Y / Y	
781487	07/30/2025	Peggy LaPointe	\$1,400.00	Y / Y / Y	
781407	02/07/2025	City of Big Lake	\$4,295.76	Y / Y / Y	

The following Town disbursements/claims were pulled and verified:

<u>Voucher #</u>	<u>Check Date</u>	<u>Remitted to</u>	<u>Amount</u>	<u>Verified</u>	Treas/Clerk/Bank
23773	01/22/2025	City of Big Lake	\$2,500.00	Y / Y / Y	
EFT250612	06/12/2025	EFTPS	\$4,929.32	Y / Y / Y	
23758	01/07/2025	Wes Olson Electric	\$466.26	Y / Y / Y	

The following BLFD receipts were pulled and verified:

<u>Receipt #</u>	<u>Receipt Date</u>	<u>Payor</u>	<u>Amount</u>	<u>Verified</u>	Treas/Clerk/Bank
ACH250220	02/20/2025	MMB	\$1,800.00	Y / Y / Y	
256587	05/20/2025	National Bank of Commerce	\$ 105.00	Y / Y / Y	
INT250228	02/28/2025	4M Fund	\$484.69	Y / Y / Y	

The following BLFD disbursements/claims were pulled and verified:

<u>Voucher #</u>	<u>Check Date</u>	<u>Remitted to</u>	<u>Amount</u>	<u>Verified</u>	Treas/Clerk/Bank
5839	01/09/2025	League of MN Cities	\$38,530.0	Y / Y / Y	
5865	02/12/2025	Momentum Truck Group	\$482.35	Y / Y / Y	
6058	07/23/202	Legacy Landscaping & Irrigation	\$592.86	Y / Y / Y	

Having performed the audit functions with no discrepancies found, the board approved the Schedule 1 – Statement of Receipts, Disbursements and Balances.

Treasurer Warneke handed out a proposed 2027 levy for board members and reviewed it with the Board. The levy calls for a 0.90% increase over the 2026 levy. After reviewing the information the Board was in favor of having the proposed recommendation to the electorate at the Annual Town meeting.

Motion/second to approve presentation of the proposed 2027 levy recommendation to the electorate at the 2026 Annual Town meeting by: Aubol/Hedstrom. Approved by: Aubol, Hayes, and Hedstrom. None opposed. Motion carried.

#### Announcements

- BLFD Joint Powers Board Meeting – Tuesday March 3, 2026, has been cancelled
- Town Annual Meeting – Tuesday March 10, 2026, commencing at 6:00PM
- Town Regular Meeting – Wednesday March 11, 2026, commencing at 6:00 PM
- Lions Fish Fry Friday March 20, 2026 – food served 4:30PM – 7:00PM

#### Adjournment:

Motion/Second to adjourn Regular and Annual Board of Audit at 7:42PM by:  
Hayes/Hedstrom. Approved by: Aubol, Hayes, and Hedstrom. None opposed. Motion carried.

Approved this 11th day of March 2026, by the Town of Big Lake Board of Supervisors.

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Bruce Aubol, Chairman

Recorded by Brenda Kimberly-Maas, Town Clerk