



Regular Board Meeting
Wednesday June 24, 2026 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday June 24, 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. Supervisor Larry Alford, Supervisor Dean Brenteson, Supervisor Laura Hayes, Vice-chair Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Debbie Workman, Deputy Treasurer Becky Guthrie, Captain Tim Davis – Big Lake Fire Department, Ashley Meagher – Schlenner Wenner & Associates, Raeanne Danielowski – County Commissioner, and Don Bellach – Patriot News reporter, were in attendance.

Approval of Meeting Agenda

Motion/Second to accept the presented meeting agenda by: Hedstrom/Brenteson. Approved by: Alford, Aubol, Brenteson, 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) Minutes; Regular meeting of 06/10/2026. B) Town and Big Lake Fire Department claims paid between 06/10/2026 and 06/24/2026.

Motion/Second to approve the minutes of regular town board meeting held on June 10, 2026; Town claims and payroll submitted since the June 10, 2026, meeting; fire department claims since the June 10, 2026, meeting by: Hayes/Alford. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion carried.

Fire Department update

Captain Tim Davis gave updates for the month of June to the Board. Captain Davis reported the department has responded to a total of 168 calls for service this year. One hundred-twelve (112) in the City of Big Lake; 44 in Big Lake Township; 10 in Orrock Township, and two (2) mutual aid calls. In the month of June, the department responded to five (5) fires – 2 structure and 3 grass/wildland, four (4) motor vehicle accidents, one (1) hazardous condition, and seven (7) smoke or carbon monoxide detector alarms. The firefighters participated in urban water supply and pumping, and fire loss and control training. Captain Davis informed the group that progress is being made with the homeowner of an Orrock property which is in violation of some fire codes; new tires were mounted on tender 17 and rescue 15; implementation of the IT improvements and cyber-security measures are complete and working out well; all firefighters have biglakeFD.org email accounts to use for all fire department matters; and the department is actively recruiting new members. Captain Davis reminded everyone that the fire department team and the city police department softball teams will meet on Friday June 26th for the annual Guns vs Hoses softball game. The game kicks off the Spudfest softball tournament.

Town Business

Annual Audit Report to Governance

Schlenner Wenner & Associates audit team performed the 2025 audit. Most of the work was done via secure portal ahead of and shortly after the team was onsite on May 14, 2026. Ashley Meagher presented the Final Report to Governance and Financial Reports presented this information to the Board for their approval.

Minnesota legal compliance checks included the review of contracting and bidding, depositories of public funds, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous provisions.

Additionally, they noted the audit went smoothly, there was a positive working relationship with staff, and there was nothing unusual noted in terms of recorded transactions or accounting policies/treatments.

Regarding internal controls, the team did not propose any audit adjustments that they considered to be material. However, the Township has a lack of proper segregation of duties, which is very common for a local governing agency of our size.

The audit team gave the township an unmodified or clean opinion, after performing their work.

Ashley will file the required reports with the Minnesota Office of the State Auditor's office by the due date of July 1, 2026.

Motion/second to accept the 2025 audit report by: Hayes/Hedstrom. Approved by Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

State demographer annual report

The State Demographer is required by law to produce annual population and household estimates for each of Minnesota's cities and townships. The figures represent estimated population and household changes since the 2020 Census. The state demographer reports estimated populations using data from the first day of the second calendar quarter of the previous calendar year (April 1, 2025). The estimated population sent by Sherburne County is based on end of calendar year and will differ from the demographers, for this reason. The state demographer is required to send the information to Sherburne County Auditor for their review. The population estimate is considered final once it is sent to the Minnesota Department of Revenue in July. The State Demographer's 2025 Population and Household Estimates as of April 1, 2025, population estimate is 8,017 (2024 estimate was 7,985) and household estimate is 2,774 (2024 estimate was 2,774). Sherburne County's December 31, 2025. Estimated Population 8,093 (based on 2.50 people per household).

Treasurer Warneke reminded the board that the population estimates are used by the MN DoR to calculate town aid. He is unconcerned with the discrepancies reported for 2025 but noted the board should continue to monitor the information on future reports. If there becomes a larger discrepancy, the Board can challenge the estimates with the State Demographer.

No action taken.

Impervious surface variance - PID# 10-00532-0110

Derek Anderson was present to request a variance to the 25% impervious surface requirement set forth in County Zoning Ordinances Section 14, subd. 8.42. The variance request will allow for additions at the Midwest Tank business located at 17368 197th Ave NW, Big Lake. The property is currently at 63.8% impervious surface. The proposed impervious surface is 63.1%, a reduction of 0.7%. The proposed addition includes a 27'x60' office area where three new office spaces and bathroom areas will be constructed. A septic evaluation was performed by a licensed septic professional. The evaluation revealed that the current

system is failing and will need to be upgraded. A septic plan was submitted to the County. The site plan was revised to properly show the required 67-foot setback, from the road right of way and show the proposed 27'x60' office space on the northern building. Supervisor Brenteson felt that the restriction was unnecessary in an industrial area but understood it was written to make sure the zoning ordinances were compliant with state regulations. No other comments were made.

The Board had no concerns with the request and recommended approval of the variance to the 25% impervious surface requirement to Sherburne County Planning & Zoning.

Right of way (ROW) setback variance - PID# 10-00121-3407

Terry Kraemer was present to request a 47.4' variance to the 100' setback from the centerline of a township road requirement set forth in County Zoning Ordinances. The request for the variance will allow a lean-to addition on a building at the Diamond Surfacing business located at 17275 197th Ave NW in Big Lake to be constructed. The building is already non-conforming to the setback requirement. The addition will be constructed on the back of the building and will not alter the existing non-conformance.

The Board had no concerns with the request and recommended approval of the variance to the 100' setback from the centerline of a town road requirement to Sherburne County Planning & Zoning.

Call for Joint Powers Board meeting – BLIPE Plat 5

PSBX Real Estate, LLC., approached Marie Popp, Community Development Director, EDA Executive Director for the City of Big Lake, with a proposal for Lot 1, Blk 2, in Big Lake Industrial Park – Plat Five; PID# 65-00567-0205. PSBX is proposing to *construct a 4,272 sq ft. building to serve as a cannabis cultivation and manufacturing business* at the location. Owners of PSBX would like to have the Joint Powers Board discuss the proposed project and their *letter of intent for potential real estate acquisition* before expending additional resources into this project. The letter of intent was reviewed by the Town's attorney, Peter Tiede. He made a couple of comments on the letter. Since that review, the city's attorney and PSBX have made some revisions which have yet to be reviewed by the town's attorney. The final draft will be sent to the town's attorney when it is received. The Joint Powers Board meeting is planned for commencement at 5:30PM, on Wednesday, July 8, 2026, and will be conducted at Big Lake Township Town Hall.

Motion/second calling for a Special Joint Powers Board Meeting to be held at 5:30PM, on Wednesday, July 8, 2026, at Big Lake Township's Town Hall, 21960 County Road 5, Big Lake, MN 55309 by: Aubol/Hayes. Approved by: Alford, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion carried.

Election judge appointment and election information

Clerk Maas presented the board with information pertaining to the upcoming State Primary elections. Minnesota Statute 204B.21, subd. 2 requires the Town Board to appoint election judges for the primary elections 25 days prior to the state primary. The Primary election will be held on Tuesday August 11, 2026. To comply with the statute, the Town Board must appoint the election judges no later than July 17, 2026.

The Secretary of State's office and Sherburne County Auditor's office sent lists of individuals who signed up to be an election judge with their party or through the county's website. Applications were sent to these individuals, as well as past election judges and others who reached out to the clerk's office. The County Auditor's office conducted in-person election judge training on June 15, 2026, and June 18, 2026. Online training became available on June

12, 2026. To date most interested applicants have taken election judge training. The County Auditor's office will be conducting in-person training for head judges as soon as updated materials are received from the Secretary of State's office.

The town clerk serves as the town's election administrator and is responsible for ensuring the individuals who work as election judges meet all statutory requirements including holding current certification of election judge training. Clerk Maas will hire and schedule judges for the Primary election, as soon as all training is complete.

She told the board of upcoming important election dates: Affidavit of Candidacy for Town Office filing begins Tuesday July 14, 2026 – Tuesday July 28, 2026. Two supervisor seats will be on the November ballot. Supervisor Seat #1 (4-year term) which is currently held by Supervisor Alfords. And Supervisor Seat #2 (4-year term) which is currently held by Supervisor Brenteson. The Sherburne County Auditor is the township's administrator for absentee balloting (AB) and direct cast, early voting (EV). AB voting begins Friday June 26, 2026, and EV begins Friday July 24, 2026.

Supervisor Alfords mentioned the board members should keep their ears open for residents who would want to fill his seat and let them know when they can file for the seat.

Motion/second to adopt Resolution 2026-13 A Resolution Appointing Election Judges for the State Primary Election to be held on Tuesday August 11, 2026, by: Brenteson/Alfords. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion carried.

Early warning siren decommissioning mailer

Clerk Maas created a postcard with information pertaining to the decision by the Town Board to decline the offer of the Xcel early warning sirens. The postcard included four methods the public can use to stay notified of emergencies. Supervisor Hayes said she and her husband proofed the postcard and were able to sign up for the County's HyperReach application and make changes to their FEMA IPAWS application on their phones. Instructions on how to access IPAWS settings were included, at their request. The postcard will be sent to township residents and will cost roughly \$1,200.

Motion/second to send the presented early warning siren decommissioning postcard to Big Lake Township residents by Hayes/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion carried.

Roads

Supervisor Brenteson reported reclamation of the existing pavement will begin on July 8th in Aspen Hills. The update will be sent to the HOA contacts for distribution to the development's residents. Supervisor Alfords informed the board that ROW mowing will begin on July 1st. The mower will be making one pass and is 10' wide.

Business from the Board – Committee Reports/Updates

Chair Aubol attended the May Board of Adjustment meeting where a setback to the right of way variance application for a shed was approved. He also attended the Planning and Zoning Advisory Committee meeting where changes to the County Zoning Land Use Plan Map were reviewed and moved forward. The County Board of Commissioners will see the proposed changes during an upcoming meeting.

Supervisor Brenteson attended the CMRP meeting. Plans for a new bridge crossing over the Mississippi River, continue to progress, albeit slowly. He said there are many items which need to be addressed for the project, causing the process to move slowly. The current work is in preparation for the environmental study. He has yet to receive an answer on resurfacing the town hall/park parking lot and driveway.

Treasurer's Report

Treasurer Warneke informed the board that the first disbursement of the 2026 tax collections was received. This is 70% of the total 2026 levy amount, He expects the second disbursement in early July. The disbursed amount was \$980,831.61. All fund balances are where he would expect at this time of the year. The audit bill approved in the evenings claims was for 50% of the total owed. The recycle day bill is yet to be received and MATIT liability insurance is also outstanding. In the road fund, mowing and brushing is \$22,000 over budget, no striping was done in 2025 or yet scheduled for 2026 and some miscellaneous signs will be ordered. He had no budget concerns.

Treasurer Warneke reported, after paying claims in the meeting's consent agenda balances in the general fund \$470,217.64 and \$2,074.965.51 in the road fund.

May 20, 2026, cash balance report ending balances (less escrows) after payment of approved claims, town funds: \$ 3,728,147.93; escrow funds balance: \$ 125,282.35; total town treasury balance: \$ 3,853.430.28.

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

- BLFD Joint Powers Board meeting Tuesday July 7th 5PM at the fire station
- Special Joint Meeting with City of Big Lake, Wednesday July 8th 5:30PM at town hall
- Next regular town board meeting – Wednesday July 8th 6PM
- Big Lake Area Food Shelf produce distribution – Monday July 20th 3:30PM- 5:30PM
- BLFD Joint Powers Board meeting Tuesday July 7th 5PM at the fire station
- Special Joint Meeting with City of Big Lake, Wednesday July 8th 5:30PM at town hall
- Next regular town board meeting – Wednesday July 8th 6PM
- Big Lake Area Food Shelf produce distribution – Monday July 20th 3:30PM- 5:30PM
- Spudfest June 25 – 28.

Adjournment:

Motion/Second to adjourn Regular Board Meeting at 6:49PM by: Hayes/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion carried.

Recorded by Brenda Kimberly-Maas, Town Clerk

Approved this 10th day of June 2026, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chairman