



Regular Board Meeting
Wednesday April 24, 2024 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday April 10, 2024, 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. Vice-chairman Dean Brenteson, Supervisor Larry Alfords, Supervisor Laura Hayes, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Treasurer Assistant Becky Guthrie, Debbie Workman, Deputy Clerk, Kodey Shaw - CUP Applicant, Sebastian Gaida – Boy Scout, Raeanne Danielowski, County Commissioner, and seven members of the public were in attendance.

Approval of Meeting Agenda

The Fire Department Update was removed from the agenda since Chief Hansen was attending the graduation of the new recruits from the Elk River Fire Academy.

Motion/Second to accept the amended agenda by: Hedstrom/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. Motion Prevailed. The meeting proceeded in accordance with the presented agenda.

Approval of Consent Agenda

The Consent Agenda consists of: A) Approval of Minutes; Regular meeting of 03/27/2024. B) approve claims & payroll presented for payment on 04/10/2024, C) Call for Special Joint Powers Board Meeting on Wednesday, April 24, 2024, at 4 p.m. in the Big Lake City Council Chambers.

Motion/Second to Approve consent agenda by: Brenteson/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion Prevailed.

Open Forum

None

Regular Business

Gopher Bounty Reimbursement

Clerk Maas informed the Board that Sherburne County will again reimburse the township \$1.00 the township pays in bounty for each pair of front gopher feet collected.

Jagododzinski Preliminary and Final Registered Land Survey

Todd Jagodzinski and his brother Troy Ostrander, began the process of adjusting lot lines on parcels 10-00103-4100, 10-00404-130 & 10-00404-0220 in 2021. Each of the properties have an existing home on them, are located in the plat of Second Birch Lake Beach. The plat is in the General Rural District and in the Shoreland Overlay District of Birch Lake, which is classified as a Recreational Development Lake. No new lots will be created with the lot line adjustment.

Sherburne County Planning & Zoning office notified the gentlemen that PID#s 10-00404-0130 and 10-00404-0220 are non-conforming nor met 2021 current ordinance requirements. For the gentlemen to be able to adjust lot lines, they have to Torrens the properties involved (this is done through the court system and work with David Meyers, County Examiner of Titles (320-251-6700). Once the land was in Torrens, they would need to do to a Registered Land Survey to alter the property lines through the

Zoning Office.

The Town was approached by the gentlemen with a request to vacate or sell the township's parcel PID# 10-00404-0132 because the septic system for the home located on PID# 10-00404-0130 encroaches on the township's parcel. To allow for the SSTS to remain in its location, the Town entered into a license agreement with the parties – Doc. No. 927207.

The Town also required permanent easement be granted by the property owners of PID # 10-00103-4106 to allow access to 160thSt. NW. This had been resolved in 2003 by a deed – Doc. No. 495000. After working with David Meyers, the land was put into Torrens and the Registered Land Survey (RLS). The RLS will be presented to the County Board for their approval. The RLS was presented to the Town Board for review, as their signature is required for the RLA survey to be recorded.

Motion/second to approve the presented Registered Land Survey by: Alford/Brenteson. Approved by Alford, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Eagle Scout Project

Scout Sebastian Gaida presented his Eagle Scout project of creating habitat for solitary bee species, namely Mason bees. Sebastian's presentation included information about solitary bees including they are good pollinators, don't have traditional bee venom, so are less likely to cause allergic reactions. Sebastian plans to build bee "hotels" where bees can rest and lay their eggs. Each hotel building will be similar in size to a birdhouse made of wood and planted in the ground with a post. He may add other items to his project, such as buying an initial population of bees, signs/cards with information about the bees, and purchasing & planting wildflowers. One wall on the structure will be removed to allow access to the nesting material, which will likely be a combination of reeds, bamboo, and wood. Sebastian was looking for permission to install six of the hotels in the township's Lions Park. Sebastian said that the Scout troop members would be responsible for replenishing the building materials. He was reminded of Liam Royce's native plant and wildflower garden, as a potential option/location for the bee "hotels".

Motion/second to approve the installation of Bee Hotels, by Sebastian Gaida at the town's Lions Park by: Hedstrom/Hayes. Approved by Alford, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Personal Storage Building CUP

Kodey Shaw was present to answer questions about his application for a Conditional Use Permit (CUP). The CUP application for the allowance of a 22' x 35' personal storage structure at PID 10-00430-0525 – a ¾ acre parcel. This is a vacant parcel located in the Whitewater Heights subdivision, which is in the Recreational Development Shoreland Overlay District of the Elk River. Kodey stated he would like to have the storage shed to be able to store some items ahead of the construction of his residence – planned for 2025. Supervisor Aubol asked if the impervious area would meet the 22% requirement after the construction of the shed, home, sidewalks, and driveway. Kodey said his plans – provided to the Board, are compliant to the county's impervious requirements. Supervisor Hayes asked if there would be any outdoor storage if the building was approved. Kodey said there would be no need for outdoor storage, as the home plans include a 2-car garage.

The board directed Clerk Maas to send the Board's recommendation of approval of the CUP for the allowance of personal storage structure, on parcel 10-00430-0525.

Midco Broadband Expansion – Request for Letter of Support & \$5000 Financial Support

Midco approached the town in November 2023, looking for support in their 2024 expansion project. Midco was not selected as a recipient for that DEED grant. However, another DEED grant opportunity has opened, for which Midco is applying. The parameters for the expansion project and DEED application remain the same as in November 2023. The project will allow Midco to offer service to an additional 240 residents in the areas not yet served by Midco. Midco would like to request a contribution of \$5,000 from Big Lake Township for this project. Local support, particularly financial, is a key factor to success in the Border-to-Border program. Sherburne County has committed to \$35,000 as their financial contribution toward this project. Project details: total project cost: \$1,595,700, Midco contribution: \$917,400, DEED grant request: 638,300, estimated total locations/passings: 240.

These figures are estimations at this point. Contributions and the grant request will be adjusted based on potential financial support from local partners.

The town has not previously contributed financial resources to companies wishing to provide this type of service within the community.

Motion/second to offer letter of support for Midco's 2024 DEED application only by: Aubol/Hayes. Approved by Alford's, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Deputy Treasurer Compensation & Hours

Becky Guthrie was appointed by the Board to the position of Treasurer's Assistant on July 26, 2023.

Supervisors Hayes and Hedstrom – the personnel committee, met with Ken and Becky after the regular meeting on April 10, 2024. During the meeting the group discussed the Treasurer Assistant position and with Ken's help evaluated the work being done by Becky. Ken stated that Becky has been working with him for eight months and has been doing an excellent job for the township and is able to perform the duties of treasurer in his absence. On April 17, 2024, Treasurer Warneke appointed Becky to the position of Deputy Treasurer and recommended a wage of \$30/hour for Becky – retroactive to March 19, 2024. It was noted that during the personnel committee meeting these items were also discussed. The personnel committee asked if an increase or added benefits were desired. At the time increased wages were preferred if it was an either or situation. The Board discussed the recommended wage, increasing the number of hours from 10/week as needed, and benefits during the meeting. Clerk Maas suggested the Board consider revisiting the deputy treasurer position's benefits in the personnel policy. Supervisor Alford's said that he supported the wage of \$30, since the recommendation was made by Becky's supervisor, Treasurer Warneke.

Motion for the following compensation package for the position of Deputy Treasurer, Becky Guthrie – paid holidays, PERA, ESST, wages of \$30/hour retroactive to March 19, 2024 by Aubol/Brenteson. Approved by Alford's, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Roads

Spring road tour occurred April 17-18. There were few potholes, some plow damage, crack-filling on 2023 overlays, and a few miscellaneous issues noted. The committee members have created and distributed 2024 summer work maps to town road vendors. Minimal sweeping is needed and quotes will be requested. Trimming projects went well and much was accomplished over the winter, due to minimal snowfall.

The committee identified 68 road signs (speed, red diamonds, some cautionary signs) in need of replacement and Larry is working on getting the maps and list together for purchasing and installing of the signs. The sign inventory dataset created by the township's engineering firm – Bogart, Pederson, is working well for the identification of signs and locations. It will be updated to reflect the installation of the new signs.

Business from the Board – Committee Reports/Updates

Supervisor Hedstrom informed the Board the AED was installed in the community/banquet room. He has shared a link with the office from which additional sticker can be ordered for display. He received the informational email from the clerk on the outdoor AEDs. He felt the cost was more than the town was ready to invest, at this time. Supervisor Hedstrom joined Chief Hansen, Deputy Chief Novak and Captain Hanson on their ladder truck, pre-construction trip to Wisconsin. The trip was productive and the estimated time of delivery for the new ladder – to be called Tower 1, is January 2025.

Supervisor Hayes reported she was approached by neighbors about a lakeside parcel on the east side of Birch Lake. Research done previously by the clerk and county staff, revealed the parcel was deeded to private landowners. Each landowner has at least 1/17th interest in the parcel. Resident Curt Houghtaling, who lives adjacent to the parcel in question, was present. He told the board that the parcel is being used to store items and sometimes the items overflow onto his property. He also has

concerns that there could be multiple docks and boat lifts placed on the parcel. The board discussed sending letters to the landowners who have deeded interest in the parcel. Another neighborhood resident has been talking about either moving or placing a culvert in place of the ditch that runs through the parcel. Supervisor Alfords noted the Board deepened the ditch to assist with drainage of parcels on the east side of 156th St. NW. The pitch of the drainage being done is 4 degrees or less. He cautioned that moving the ditch or changing the pitch could affect the drainage and the landowners properties on the east side of 156th St.

County Commissioner Danielowski offered the City of Big Lake has a similar parcel on Big Lake/Lake Mitchell, where there are 47 deeded interests in the parcel. The city does not intervene in the parcel at all, as the land is privately owned and the city has no authority or obligation be involved. This eliminates any legal issue between the landowners and the city. She recommended the town board follow the same practice. Supervisor Alfords offered the matter be brought to the Lake Association of Birch Lake for assistance and or guidance and the town board take no action. Curt Houghtaling agreed to take this to the lake association. No action taken.

Supervisor Hayes reported she attended the Local Board of Appeals and Equalization meeting. The board heard from several residents who were upset with the reclassification of their property and its valuation, which increased their property tax liability. This was brought up to Dan Weber, Sherburne County Assistant Administrator, at the SCAT meeting. He and/or County Assessor Michelle Moen will be at the town's regular meeting on May 8, 2024 to give explanation on the statutory requirements of land classification/valuation to the full town board.

Supervisor Aubol attended the county planning & zoning advisory committee meeting. That board saw several re-applications for solar and approved a CUP for a home-based private beauty salon in Orrock township. Supervisor Aubol attended the City of Big Lake's Parks Advisory Committee meeting where it was learned that Rey Sundstrom's property is being reviewed for city development, as application for annexation has been made. Supervisor Aubol also stated the township's Building and Parks Committee met earlier in the year where they discussed future expansion needs for the town offices. They have no recommendation at present but are open to ideas from other board members.

Treasurer's Report

Treasurer Warneke informed the Board that the external audit field work is scheduled for the week of May 13, 2024.

He reviewed the Treasurer's Report and financial statements with the Board. He highlighted the general fund balance (\$280,263.36) and road fund balance (\$1,010,675.01) The town treasury ending balance (less escrows) after payment of approved claims was \$2,567,740.23, escrow funds balance – including Meadow Estates North, \$157,035.57, and the total town treasury \$2,718,775.80.

He noted we are expecting our first property tax settlement in June. Supervisor Hedstrom inquired about the negative balance in the Meadow Estates South escrow. Treasurer Warneke said staff is working with the town engineer to get accurate quantities so the developer's agreement has accurate numbers and will be ready soon. Once the developer's agreement is complete and executed, the town will receive funds to place in the escrow account.

Motion/Second to approve the Treasurer's report by: Hayes/Alfords. 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.

Announcements

- Next Regular Meeting Wednesday May 08, 2024 @ 6PM.
- Recycle Day - Saturday May 18th. Gates open 8AM – 1PM.
- Big Lake Community Food Shelf Produce Distribution – Monday May 20th – 3:30 – 5:30PM town hall garage.

Adjournment:

Motion/Second to adjourn Regular Board Meeting at 7:25PM by: Hayes/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 8th day of May 2024, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk