



Regular Board Meeting
Wednesday June 12, 2024 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday May 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, Deputy Treasurer Becky Guthrie, Deputy Clerk Debbie Workman, Sargeant Derek Barrett - Sherburne County Sheriff's Department, County Commissioner Raeanne Danielowski, and one member of the public were in attendance.

Approval of Meeting Agenda

Motion/Second to approve the presented agenda by: Brenteson/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 05/22/2024. B) approve claims & payroll presented for payment on 06/12/2024. C) Call for Special Joint Powers Board Meeting on Thursday, June 20, 2024 at 4:00 p.m. in the Big Lake City Council Chambers for a presentation and receive the draft Big Lake Fire Department Staffing Study. D) Call for Special Joint Powers Board Meeting on Tuesday, June 25, 2024 at 4:00 p.m. in the Big Lake City Council Chambers to take public comment and consider applications for the following applications:

- PUBLIC HEARING - Rawr Organics Business Subsidy for Land Sale and Development for Parcel No. 65-00567-0010
- PUBLIC HEARING – Rawr Organics Development Applications for Preliminary and Final Plat for Big Lake Industrial Park East Plat Seven, Contract for Private Development, and Site Plan Review

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

Sherriff's Report

Sergeant Derek Barrett was in attendance and reported 266 calls in the township, for the month of May 2024. Sergeant Barrett informed the Board that emergency service vehicles move the barricades and reset them, when traveling across the County Road 43 bridge over the Elk River, during construction. However, citizens appear to be moving the barricades aside and leaving them there. He also noted some nails were scattered near the barricades. The sheriff's department is investigating some thefts including one that occurred at the township's park, theft of tools from a trailer, and another where the trailer and all items inside were taken. The department also responded to a couple of motor vehicle accidents; one was a roll-over with minor injuries.

Open Forum

None

Regular Business

Variance for PID# 10-00473-0205 to allow for building expansion

Accucraft is a business located at 19672 172nd St. NW in Big Lake township. The company has hired RAM General Contracting, Inc. to build an addition, on their existing building. The expansion of the building was designed to satisfy the owner's warehouse space needs, accommodate site elevation challenges and comply with building codes. The expansion design eliminates the ability to remove 30' of the building and sit within the setback. A 36' variance to the required 67' setback from the 197th Ave. right-of-way, will be required for the proposed expansion design. Granting the variance will place the addition 31' from the right-of-way.

The board commented they wanted to have the County ensure the current septic system and parking area(s) would accommodate any additional future employees. The Board had no other concerns and recommended approval of the 36' right-of-way variance, for PID# 10-00473-0205 to allow for building expansion. Clerk Maas will send the board's recommendation to the county planning and zoning office.

Sherburne County Historical Society Annual Membership

Clerk Maas presented the board with the annual membership drive from the Sherburne History Center. The Town Board has donated at the Heritage level membership - \$1,000 for many years. The 2024 budget has \$1,200 allocated for museum donations.

Motion/Second a donation to support the Sherburne County Historical Society, at the Heritage level of \$1,000.00 by: Hedstrom/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes and Hedstrom. None Abstained. None Opposed. Motion Prevailed.

State Demographer 2023 population estimates

The State Demographer is required by law to produce annual population and household estimates for each of Minnesota's cities and townships and are used to calculate the amount of state aid to be distributed to the township. Treasurer Warneke explained that the population totals given by the State Demographer's office differ from the County Auditor's annual estimated population reports because the State Demographer generates their estimate after the first quarter of the previous year (2023) and the County Auditor generates their report in the beginning of the current year (2024). He also noted the State uses numbers from the previous census which is subject to the number of responses they receive. Where the County report basis is of new residence building permits issued for the township. The State's figures have been sent to Sherburne County Auditor for review, are subject to change, and are not considered final until they are released to the Minnesota Department of Revenue in July.

On April 1, 2023, the State Demographer estimated Big Lake Township's household at 2,744 and population estimate of 8,007 (or 2.92 people per household). Sherburne County Auditor's estimated population at the end of 2023 was 8519 (based on 2.50 people per household). The Board had no concerns with the State Demographer's estimates. NO ACTION REQUIRED OR TAKEN.

Records Destruction

The Town adopted the General Records Retention Schedule in 2001 and notified the Minnesota Historical Society of this action. Minnesota Historical Society acknowledged the adoption of the records retention schedule and authorized the town to retain and dispose of records per the schedule. Supervisor Hayes and Deputy Clerk Workman assisted Clerk Maas with the task of reviewing records and identifying several files/records, which are no longer needed and eligible for destruction. Clerk Maas is requesting the Board's authorization to allow for the destruction of several records that are no longer needed and eligible for disposition. Cost to destroy the records is estimated as less than \$1,000.00. Certification of their destruction will be obtained. A listing of records proposed for destruction was provided to the Board.

Motion/Second to authorize the destruction of records presented, at a cost not to exceed \$1000.00 by: Alford/Brenteson. Approved by: Alford, Aubol, Brenteson, Hayes and Hedstrom. None Abstained. None Opposed. Motion Prevailed.

Meadow Estates South DRAFT Developer's Agreement

The Board was presented with a draft developer's agreement for Meadow Estates South. Staff worked with the town's engineer to gather information and quantities needed for the construction of roads, signage, culverts, and mailboxes in Meadow Estates South. The draft developer's agreement was sent to the developer, Dan Berning for review. The Developers Agreement requires the deposit of \$475, 286 in escrow with the Town. \$25,000 cash and \$261,409 letter of credit. The developer will be required to pay \$12,225 in non-refundable fees to the Town.

It was brought up that the township's mailbox ordinance requirement is to have swing-away posts installed. However; the current post office requirement is for all new developments to have cluster mailboxes installed. Big Lake postmaster has been in communication with the developer and Supervisor Brenteson. The last communication known was to allow for the swing-away style, due to the new development being adjacent to existing developments where standard posts are installed. It is unknown if the developer will need to install a cluster mailbox. If this is the case, the Board would like the developer's agreement to reflect the cluster style mailbox installed be required to have a cantilevered post. This style of post will allow for plows and mowing equipment to travel under the main box area easily.

The draft agreement was tabled for further research and revision.

Roads

The town did not receive a schedule for the 2024 road construction projects. However, they are underway. The vendor has milled the roads and begun paving. They are planning on bringing on another crew and working on Saturday, if the weather allows. The bituminous in Ewing River Springs and Rivercrest Farms was thinner than other roads, due to the curb and gutters. The vendor milled the roads in these developments deeper than normal to allow for a thicker new pad to be laid. The existing substrate is in good condition and will hold the new pavement. Supervisor Alford recommended the roads which are being overlaid have the early mowing done right away. This will help with the shoulder restoration process.

Seasonal projects – trimming, plow damage repairs, etc., are moving along well.

Business from the Board – Committee Reports/Updates

No reports were made.

Treasurer's Report

Treasurer Warneke reviewed the Treasurer's Report and financial statements with the Board. He highlighted the general fund balance (\$257,763.15) and road fund balance (\$ 945,961.21). The town treasury ending balance (less escrows) after payment of approved claims was \$ 2,416,833.77 and escrow funds balance of \$ 163,838.19. The total town treasury balance: \$ 2,580,671.96

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

- Town office closed Thursday, June 13, 2024 – Staff training (Couri & Ruppe Legal Seminar).
- Big Lake Community Food Shelf Produce Distribution – Monday June 17th from 3:30 – 5:30PM town hall garage.
- Town office closed Wednesday, June 19, 2024 – Juneteenth Observance.
- Next Regular Meeting Wednesday June 26, 2024 @ 6PM.

- Joint Board meeting – Big Lake City Council Chambers, Tuesday June 20, 2024 at 4:00PM Fire Department Staffing Study Presentation.
- Joint Planning Board meeting – Big Lake City Council Chambers, Tuesday June 25, 2024 at 4:00PM.

Adjournment:

Motion/Second to adjourn Regular Board Meeting at 6:41PM by: Hayes/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 26th day of June 2024, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk