



Regular Board Meeting
Wednesday June 26, 2024 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday June 26, 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 Clerk Debbie Workman, Deputy Treasurer Becky Guthrie, Chief Seth Hansen – Big Lake Fire Department, Raeanne Danielowski, County Commissioner and newspaper reporter were in attendance.

Approval of Meeting Agenda

Motion/Second to accept the presented Agenda by: Hayes/Hedstrom. 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 06/12/2024, B) approve claims & payroll presented for payment on 06/26/2024, Motion/Second to Approve consent agenda by: Alfords/Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion Prevailed.

Fire Department Update

Chief Hansen reported 142 calls through the month of May. One hundred calls in the City of Big Lake, 30 in Big Lake Township, 7 in Orrock township and 5 mutual aid calls. Calls of interest included 2 fires, 2 motor vehicle accidents, 6 hazardous conditions, and 2 medical assists. Training in April and May included Radio, gas monitor, and thermal imager training, fire ground evolution training, and the Ewald and Rita Petersen home was used for a live house burn on June 23rd. Monticello, Inver Grove Heights, and Buffalo sent fire fighters to experience and learn from the live house burn. Fourteen rotations were made before the call to let the structure go.

The New fitness equipment has been delivered and is being used, fire fighter's annual medical exams have been completed, and County Rd 43 construction is underway. Communication with the county and construction crew has been good and access issues are worked out daily, for emergency response. Other upcoming road projects with impacts to fire response: Hwy 25 Bridge construction – July thru Oct, Co Rd 43 – June – Oct, Co Rd 4 Bridge construction – June/July, Co Rd 73 – June/July. SpudFest is this weekend and the annual "Guns vs Hoses" game will kick off the softball tournament. The department will be well represented as they lead off the parade on Saturday. Ten-year veteran, Kevin Kreuger, has resigned from the department due to a job change. Kevin served as a Lieutenant, SCBA coordinator, and calibrated the BLFD gas monitors. Kevin cross-trained other members in his duties, prior to leaving. He will be missed and welcomed back if his career allows.

Supervisor Alfords questioned why there are more than triple the number of calls in the city, over those in Big Lake township. Chief Hansen noted the city has several apartment buildings, senior living facilities, and highways which travel through it. Many of the responses are associated with those things.

Open Forum

None

Regular Business

Annual Audit Report to Governance

Schlenner Wenner & Associates audit team was onsite the week of May 13, 2024. Ashley Meagher has provided the Final Report to Governance and Financial Reports and will be presenting this information to the Board for approval and will be filing the required reports with the Minnesota Office of the State Auditor's office by the due date of July 1, 2024.

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.

Motion/second to accept the 2023 audit report by: Hedstrom/Hayes. Approved by Alford, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

10-00115-2400 Vertical Bridge (cell tower) CUP Amendment

Eileen O'Bradovich's simple plat called Regal Estates, was reviewed by Sherburne County Planning Commission. The simple plat will create two lots out one (1) 2.50 acre lot and one 37.22+/- acre lot out of the property located at 16455 211th Ave. NW, Elk River, MN, in Section 15 of Big Lake Township - PID# 10-00115-2400.

As a condition of the approval of the simple plat called Regal Estates; the Sherburne County Attorney's office is requiring the recorded CUP for vertical bridge (cell tower) be amended to reflect the resulting change in legal description of PID# 10-00115-2400 where the cell tower is located.

The board had no concerns with amending the CUP and recommended approval. Clerk Maas will send the recommendation to Sherburne County Planning and Zoning.

PROPOSED Sherburne County Subsurface Sewage Treatment Systems (SSTS) Ordinance Revision

The Planning and Zoning Department is starting the process of updating the County Zoning Ordinance in light of the completion of the Comprehensive Land Use Plan. They are starting this process by updating State mandated ordinances, like Shoreland, Floodplain and Subsurface Sewage Treatment System (SSTS). The Sherburne County SSTS came into effect in 2011 and the ordinance is undergoing a complete rewrite. The county administers the SSTS program for Big Lake township. As such, the town board of supervisors has been requested to provide comments on the proposed rewrite. This will be a complete rewrite of the SSTS Ordinance.

Some of the notable changes that were pointed out by Mitch Glines, Sherburne County Senior Planner, were:

- More concise verbiage throughout the section providing consistency with MN Rule 7080-7083.
- Clarity in verbiage for compliance inspection program (Subd 8).
- New and clearer verbiage on inspections of new and replacement systems and also for transfer of properties.

Supervisors were given the proposed ordinance and the current ordinance to review ahead of the meeting. After reviewing them, they had several questions and concerns with the proposed ordinance and requested the item be tabled and a staff member from Planning and Zoning attend a future meeting

to discuss their concerns and questions. Commissioner Danielowski will contact P&Z on behalf of the board and request attendance at a township regular board meeting, prior to the Public Hearing date scheduled for July 18, 2024.

TABLED

Call for a Special Meeting to discuss BLFD Staffing Study

The Town Board attended the presentation of the DRAFT Big Lake Fire Department Staffing Study prepared by McGrath Consulting Group, Inc. on Thursday June 20, 2024, in the City of Big Lake's council chambers. The Staffing Study was ordered by the Big Lake Fire Board. The Big Lake Fire Department's Joint Powers Board received and adopted the final Staffing Study during their regular meeting on Tuesday July 2, 2024.

As 50% owners and because some of the recommendations will affect the town's levy, the town board of supervisors has been requested to review the recommendations made in the Study, determine what if any of the recommendations they feel are appropriate and consider timing of any changes they see are needed.

Motion/second setting Special Board Meeting on Wednesday, July 17, 2024 at 6:00PM, to discuss Big Lake Fire Department Staffing Study recommendations by Aubol/Hayes. Approved by Alford, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion prevailed.

Roads

Supervisor Brenteson reported paving was completed and shoulder restoration work occurred today, on the 2024 overlay projects. The completed work looks good. There were a couple complaints from residents. One of the complaints is the transition from the road to a driveway has resulted in a 6"-8" drop between the new pavement and existing driveways. Complaints have been forwarded to William Tessmer – the township engineer to investigate. Supervisor Brenteson informed the Board the project areas of Ewing River Springs and Rivercrest Farms were found to have less existing pavement than needed, then the roads were milled. To ensure a good new road, the vendor milled deeper, left the millings, and laid more bituminous than was in the original bid. So there will be an increase in some of the quantities seen when the invoice arrives. Totals should be available at the July 10th meeting.

The other road maintenance vendors continue to work on seasonal maintenance. Additionally, a severe washout was fixed on 159th St and 225th Ave., on the east side of Birch Lake.

Business from the Board – Committee Reports/Updates

Supervisor Aubol: A Scout looking to earn his Eagle Merit Badge is interested in laying the cement pad under the dog park shelter. The Scout needs to present the project to the area Scout Council, before approaching the Town Board. Board members expressed some reservation to this project. They questioned if the Scout plans to reinforce the pad with metal mesh or glass fiber, to ensure its longevity, since the township's plan is to use the pad to install the bench purchased to commemorate Supervisor Norm Leslie's 20 years of service to the township. No action was taken by the Town Board as details of the project have yet to be determined.

Treasurer's Report

Treasurer Warneke reviewed the Treasurer's Report and financial statements with the Board. He noted the first installment of taxes has been received and is reflected in the report. The bill for recycle day was paid in the presented claims, and the bill for the audit is yet to be received. He reported the general fund balance (\$347,992.25) road fund balance (\$1,521,211.97).

The town treasury ending balance (less escrows) after payment of approved claims was \$3,376,077.93, total escrow funds of \$163,838.19, resulting in the total town treasury of \$ 3,359,916.12.

Motion/Second to approve the Treasurer's report by: Brenteson/Alford. 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

- Primary Election absentee voting begins Friday June 28, 2024.
- Offices Closed on Independence Day Thursday July 04, 2024 & Friday July 05, 2024.
- BLFD Joint Powers Board Meeting commences at 5PM, on Tuesday July 02, 2024 @ Big Lake Fire Department – training room
- Next Regular Meeting Wednesday July 10, 2024 @ 6PM
- Big Lake Community Food Shelf Produce Distribution – Monday July 15th – 3:30 – 5:30PM town hall garage

Adjournment:

Motion/Second to adjourn Regular Board Meeting at 7:16PM by: Hayes/Alfords. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 10th day of June 2024, by the Town of Big Lake Board of Supervisors.

Dean Brenteson, Vice-Chairman

Attest: _____
Brenda Kimberly-Maas, Town Clerk