



Regular Board Meeting
Wednesday July 10, 2024 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday July 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 Vice-chairman Dean Brenteson and the Pledge of Allegiance was recited. 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, Marc Schneider, County Senior Planner, Tim Truenbach, ISD 727 Superintendent, County Commissioner Raeanne Danielowski, newspaper reporter, and three other members of the public, were in attendance. Chair Bruce Aubol was absent.

Approval of Meeting Agenda

Clerk Kimberly-Maas requested the addition to call for a Special Joint Powers Board meeting on Wednesday July 24, 2024, at 4:30 PM in the City of Big Lake Council Chambers.

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

Approval of Consent Agenda

The Consent Agenda consists of: A) Approval of minutes Special Joint Meeting – Receive BLFD Staffing Study 06/20/2024; Joint Powers Board Meeting – BLIPE – RAWR; Regular Board 06/26/2024, B) Ratify and Approve List of Claims & Payroll since 06/26/2024, C) Adopt Resolution 2024-15 – Quarterly Planning & Zoning Ordinance Amendments, D) Call for Special Joint Powers Board meeting on Wednesday, July 24, 2024, at 4:30PM in the City of Big Lake Council Chambers.

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

Sherriff's Report

Sergeant Derek Barrett was in attendance and reported 270 calls in the township, for the month of Jun 2024. Sergeant Barrett informed the Board that the Sheriff's Department has been busy, in general. He spotlighted the attempted vehicle theft during daytime hours, from a residence. A neighbor noticed the suspicious activity and notified dispatch. No other calls of interest were highlighted.

Open Forum

None

Regular Business

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. The county administers the SSTS program for all the townships excluding Becker Township and Baldwin Township. The county also administers the SSTS program for the cities of Big Lake, Clear Lake and Princeton. This will be a complete rewrite of the SSTS Ordinance.

The Town Board reviewed the SSTS ordinance revision at their June 26, 2024 meeting and had some questions and concerns. They requested Sherburne County Planning & Zoning staff attend this language proposed in the rewritten ordinance.

Marc Schneider, County Senior Planner, was in attendance. He relayed there were some revisions done to the ordinance since it was first sent to the townships. These revisions were sent to the State for review. The State's comments were received and read by the County. And had been sent to the town clerk, and forwarded to the supervisors, earlier the day of this meeting.

Board members asked several questions and comments from the first iteration of the proposed SSTS ordinance rewrite. Including the desire to understand what the County's goals were for septic systems; if a lot doesn't have at two sites for septic systems, will another septic system need to be designed; gravity systems need to be allowed and pressurized systems should NOT be required; an application for a building permit which doesn't increase the occupancy of a home, should NOT initiate a septic inspection or update; and the verbiage in Subd 9.1.1 seems extreme in the cumulative effect of penalty when a system is in violation. Marc informed the Board that the County's ordinance must meet the State's requirements – at a minimum. He noted that our ordinance is stricter than the State's requirements. This is due to the highly permeable soils in Sherburne County and is intended to protect the aquifers/ground water, which provide water to residents. There is no policy which dictates the type of septic system that a property will need to design. Designs are dependent on the lay of the ground and the house plans. All land platted since 1996, have been required to have 2 septic sites per lot and since 1994, the current ordinance includes the need for inspection when application for a building permit is made. There will be no requirement for septic systems to be pressurized. However, many current systems and future systems will be "pressurized" in that they use a lift station or pump, to get the liquids from septic tanks to drain fields. The new ordinance has more shortened drain filed runs required. The reasoning is if a line in the drain field fails, a smaller, less costly repair will be required. New construction is inspected prior to issuance of a certificate of occupancy and septic inspections are valid for 10 years. Marc will inquire with the County Attorney's office to see if the statement "Each day that a violation exists shall constitute a separate offense.", can be struck from the ordinance, as the Board thinks this is extreme.

The Board thanked Marc for attending, giving them a better understanding of the proposed SSTS ordinance, and for checking on the ability to remove the last sentence in Subd. 9.1.1.

Approve Personnel Policy Update

Clerk Kimberly-Maas presented the board with the language update to the township's personnel benefits policy as approved at the Board's regular meeting on April 24, 2024. The addition of the position of Deputy Treasurer as eligible to collect holiday pay was made. She also recommended the Board add the position of Deputy Clerk to the language to be consistent. The Board agreed it would be prudent to add the Deputy Clerk position to the list of positions which are eligible to collect holiday pay. The modification will be sent to board members in lieu of presentation during a meeting.

Motion/second to approve the presented language change to the Employee Benefits Handbook and to add the position of Deputy Clerk to the section discussing collection of holiday pay on page 5 by: Hayes/Hedstrom. Approved by Alford, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Resolution 2024-14 appointing election judges for the 2024 Primary Election

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 13, 2024 and to comply with the statute, the Town Board must appoint the election judges no later than Friday July 16, 2024.

The Secretary of State's office and Sherburne County Auditor's office sent the lists of individuals who signed up to be an election judge with their party or through the county's website. Applications have been sent to these individuals, as well as others who have reached out to the clerk's office. Several applications are outstanding. At present, no training has occurred, as the County Auditor's office will be conducting in-person training on July 15th and 18th. The option to train via online sessions has yet to be made available, as well. As the town clerk serves as the town's election administrator, she is responsible for ensuring the individuals who work as election judges meet all statutory requirements, including holding current certification of election judge training. The clerk will hire for the position of election judges and head election judges, when all applications have been filed in the clerk's office and training is complete. Resolution 2024-14 authorizes the town clerk to hire election judges who meet all statutory requirements, set forth by the State of Minnesota.

Motion/second to adopt and approve Resolution 2024-14 Appointing Election Judges for 2024 Primary Election to be held on Tuesday August 13, 2024 by: Hayes/Alfords. Approved by Alfords, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Supervisor Alfords excused himself from the meeting, at 6:43PM. A quorum of three supervisors was still in attendance and the meeting continued.

2024 Town Elections – Affidavit of Candidacy Filing

Clerk Kimberly-Maas informed all in attendance that the Big Lake Township Electorate voted to move the Town Elections to November, in 2018. Elected positions to the Town Board include five supervisors. All supervisor positions are for four-year terms and are elected in a rotating schedule. Two supervisors in one election cycle and three supervisors in another. Per Minnesota statutes 205.13, subd. 1a; 205A.06, subd. 1a; candidate filing period for Towns with November Elections, opens 98 days before election and closes 84 days before election. The municipal clerk's office must be open for filing from 1-5 PM, on the last day of the filing period.

Filing for three town supervisor seats will be held for a two-week period, beginning Tuesday July 30, 2024, and closing on Tuesday August 13, 2024. A \$2.00 filing fee – cash or check only, is due at the time of filing. Affidavits of Candidacy are to be filed at the office of the Town Clerk, during normal business hours.

Town Clerk's Office Hours: Monday – Thursday 9:00AM – 4:00PM and Friday 9:00AM – 12:00PM. With extended hours on Tuesday August 13, 2024: 9:00AM – 5:00PM, to satisfy statutory requirements Affidavits of Candidacy will be accepted for the following offices to be voted on, at the November 5, 2024 Election:

Supervisor Seat #3 – a four (4) year term

Supervisor Seat #4 – a four (4) year term

Supervisor Seat #5 – a four (4) year term

***NOTE: Supervisor seats are numbered only for internal purposes. All elected officials represent all township residents. Current Supervisor Seats held: Seat #3 – Bruce Aubol, Seat #4 – Mark Hedstrom, Seat #5 – Laura Hayes.

Website Redesign & 1 year Administration Quote

The Big Lake Township's website was redesigned by Scot Pflgebraar in 2018 and he has been managing the activities of the website, including maintaining and paying for the domain host, since that time. Scot has requested the clerk investigate a different person/agency to own and manage the township's website host the domain.

The town board and residents have indicated the current site is difficult to navigate and could use some updating. Staff reached out to Mike Maurer, who is well-versed in using Wordpress, for some helpful pointers to maintain and make updates to the current website. Mike assisted staff, but noted the current Wordpress platform being used, is outdated and is more cumbersome to maintain than the current version.

Staff has determined it would take more time and effort on their part to update/redesign the website than vending the work out and requested a quote from Mike Maurer to redesign the website, as well as take over ownership and management of the site. Staff would be trained to make updates to the

redesigned site once it is complete. Updates can also be sent to Mike for inclusion on the website, if needed.

The Board was presented with the scope of work Mr. Maurer would provide and a quote to complete the project and administer the site for one year. The total cost of the project would be \$4,500.00. The payment schedule is \$2,500.00 due upon written agreement of redesign work to be performed as defined. And the balance of \$2,000.00 due upon approved completed redesign of the Big Lake Township website.

Motion to accept the quote for \$4,500 and enter into an agreement with Mike Maurer to provide website redesign, address any host issues, and act as Big Lake Township's liaison with the host for the term of 1-year by: Hayes/Hedstrom. Approved by: Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Request to amend an Interim Use Permit (IUP) for Recreational Activity on PID# 10-00120-1100

ISD 727 has requested the amendment of current IUP for recreational activity on PID# 10-00120-1100, to eliminate the 1st condition of the 2019 IUP which restricted direct access to 205th Ave. This is being requested by the School District to enhance traffic management and safety measures for Liberty Elementary, located to the west of this parcel. Work has already started on this driveway and under current conditions of the IUP on this property this access may not be used until this IUP is successfully amended.

Vice-chairman Brenteson told the Board that Road Committee members met with school representatives in 2023, to review driveway options to alleviate congestion which occurs during student drop-off and pick-up times. It was the consensus of the committee that the construction of another driveway into the school grounds, as presented to the Board, was the best option. He suggested the Board recommend approval of the request to amend the CUP to remove condition #1. Supervisors Hayes and Hedstrom concurred. The clerk will send the official comments and recommendations to Marc Schneider, who was still in attendance.

Roads

The town received partial payment application #1 from Minnesota Paving and Materials for the 2024 overlay projects. There were \$8,530.83 in additional charges due to the need to mill and overlay additional materials in the Rivercrest Farms and Ewing River Springs Additions. Vice-chairman Brenteson noted all the areas slated for 2024 overlay work, have been paved, the shouldering and seeding is also completed. William Tessmer, the town's engineer has inspected the work and recommends the payment of application #1 in the amount of \$703,981.47 and retain \$ 37,051.66 until the one-year warranty period has expired.

Motion to make payment #1 for the 2024 overlay projects to Minnesota Paving and Materials in the amount of \$703,981.47 and retain \$37,051.66 until the one-year warranty period expires by: Hayes/Hedstrom. Approved by: Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Knife River has requested payment of \$ 29,288.54 retainage from the 2023 overlay projects. The town is waiting for the IC135 and other required forms. William Tessmer and road committee members have inspected roads and right-of-ways, and recommend the board authorize payment of the retainage, but wait to send the check until the required documents are received.

Motion authorizing staff to pay Knife River the retainage amount of \$ 29,288.54 for 2023 overlay projects when the required documentation is received by: Brenteson/Hedstrom. Approved by: Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Seasonal projects – trimming, plow damage repairs, etc., are moving along well and vendors were busy removing some trees which fell during recent weather activities. Treasurer Warneke informed the Board the sign order has been received, and date stickers have been placed on them. Jeff Rhodes – Driveway Services, will be in to pick up the signs and will be replacing outdated signs which were identified during the spring road tour.

Business from the Board – Committee Reports/Updates

Vice-chairman Brenteson attended the CMRP meeting. The group has entered into contract with Flaherty and Hood for the conversion of the group to a 501c(6) organization. During the July meeting, the role of the township and other local governing bodies, should be known. Bolton & Menk are almost ready to submit the groups Purpose and Needs study to the State and Federal DoTs.

Treasurer's Business

2025 BLFD Budget

The Board was presented with the 2025 BLFD budget, as approved by the BLFD JPB during their regular meeting on July 2, 2024. The overall general operating budget increase is \$19,580 or 3.81%. Significant changes are found in the personnel budget. A \$1.00 increase to all hourly rates with starting/probationary wages at \$16.00/hour., continuation of 2% step increase for all employees not on the final step of the pay scale, no increase to stipend pay, ESST is no longer required, budgeting new Paid Family Medical leave act – scheduled to begin until January 1, 2026, budgeted for possible life insurance benefit (though Hartford Life Insurance, 10% increase over 2024 Work Comp paid, increase to General Liability Insurance, replacing of Wildland turnout gear (5 sets), other administrative expenses were increased for inflation. Capital Improvement Plan (CIP) budget included approved repairs for 2024, yet to be completed (station bay floor repairs, parking lot replacement, and electrical repairs and lighting updates. Larger planned CIP items include replacing of extrication equipment (2026), Grass Rig #1(2027), 44 radios (2028), SCBA air packs (2029). Fire Staff indicated that they would like to retain the 2000 Grass Rig 14 to be used as a Duty Officer unit until Grass Rig 16 is replaced. Then Grass Rig 14 would be sold and Grass Rig 16 would then be converted to the Duty Officer unit.

Motion/second to approve the Big Lake Fire Department 2025 Operations and Capital Improvement Plan budgets by: Hayes/Brenteson. Approved by: Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Treasurer's Report

Treasurer Warneke reviewed the Treasurer's Report and financial statements with the Board. He noted the town received the rest of period 1 tax collections (30%). The town is waiting to receive the auditor's bill and has not paid the property and general liability insurance premium, yet. The 3rd quarter budget advance was paid to the BLFD and \$200,000.00 of the payment for 2024 overlay projects, was taken from the ARPA fund, as previously approved by the board. He highlighted the general fund balance (392,159.47), road fund balance (\$1,203,782.39), fire fund balance (\$106,079.40) and ARPA fund balance (\$175,951.95). The town treasury ending balance (less escrows) after payment of approved claims was \$ 2,975,221.49 and escrow funds balance of \$ 157,552.15. The total town treasury balance: \$ 3,132,773.64

Motion/Second to approve the Treasurer's report by: Hedstrom/Hayes. Approved by: 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 began Friday June 28, 2024.
- Big Lake Community Food Shelf – Produce & Pantry food distribution Monday July 15th 3:30PM – 5:30PM. Town hall adjacent garage.
- Special Town Board Meeting Wednesday July 17, 2024 – to discuss BLFD staffing study.
- Next Regular Meeting Wednesday July 24, 2024 @ 6PM
- Affidavit of Candidacy Filing Tuesday July 30, 2024 – Tuesday August 13, 2024 (clerk's office open until 5PM on 08/13/2024).

Adjournment:

Motion/Second to adjourn Regular Board Meeting at 7:18PM by: Hayes/Hedstrom. Approved by: Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 24th day of July 2024, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest:

Brenda Kimberly-Maas, Town Clerk