



Regular Board Meeting
Wednesday July 24, 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 Chairman Bruce Aubol Dean Brenteson and the Pledge of Allegiance was recited. Supervisor Larry Alfords, Supervisor Brenteson, Supervisor Laura Hayes, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Treasurer Becky Guthrie, Deputy Clerk Debbie Workman, Chief Seth Hansen – Big Lake Fire Department, Boy Scout JD Nordling – Troop 93, County Commissioner Raeanne Danielowski, new paper reporters, Kae Yoder and Katie Cantin, and two members of the public were in attendance.

Approval of Meeting Agenda

Motion/Second to approve the presented 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 Board 07/10/2024, Special Board Meeting – Review and discuss BLFD Staffing Study 07/17/2024; B) Approve List of Claims & Payroll since 07/10/2024. A revision to the Special Board Meeting minutes was requested.

Motion/Second to Approve consent agenda with the revision to the Special Board Meeting minutes by: Hayes/Alfords. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion Prevailed.

Fire Department Report

Chief Seth Hansen was in attendance and reported calls of service to the following: City of Big Lake – 127, Big Lake Township – 38, Orrock Township – 7, Mutual Aid – 7, for a total of 179 in June. Calls of interest included 4 fires, 6 motor vehicle accidents, 7 hazardous conditions, and 4 medical assists. Training in June included hazardous material identification, anhydrous ammonia awareness, and members taking the driving course. The department will be conducting a hiring campaign soon, area road construction on CR43 and CSAH 4 is progressing, and Spud Fest went off without a hitch – BLFD pulled out the softball victory (19-5). Thanks were made to Lupulin and Grind Nutrition for keeping both sides hydrated. There was a derailment of a BNSF train affecting 172nd St to which the department responded. The cargo was mainly dry consumer goods and no hazardous materials. BNSF got cars off the rails so train traffic and vehicle travel could resume. They are working around the clock on clean-up and repairs. On July 6th at approx. 2:42 am crews were called to a motor vehicle accident on HWY 25 and Ormsbee, in the City of Big Lake. Fire crews assisted BLPD, CentraCare, County, and State Patrol. Two victims passed away at the scene and 1 victim is still in the hospital. BLFD, BLPD, CentraCare, and County crews attended a CISD – critical incident stress debriefing, after the incident. The BLFD extends its heartfelt sympathies to all the families and loved ones of the victims. The BLFD is hosting its 2nd annual Pop-Up-Splash Pad at Lake Ridge Park on Saturday July 27th from Noon to 2 pm. Firehouse Jerky and Lupulin team up to help BLFD. Firehouse Jerky was founded by Jayson Hansen – cousin of Chief Hansen and a retired firefighter from Hamburg MN as a way to help fire

departments with funding. For each bag of jerky sold in Big Lake Lupulin; 50 cents will be donated to the Big Lake Fire Department. On August 6th, BLFD will be out joining area law enforcement attending annual Night to Unite, neighborhood block parties.

Open Forum

None

Regular Business

Request Conditional Use Permit (CUP) on PID# 10-00547-0110 for Planned Mini Storage Facility

The proposed plan is for a total of 5 buildings with a total of 77 units. The project will be done in phases, with the 2 buildings on the east and west property lines being built in the first phase. The timing of the remaining buildings will depend on the capacity levels of the first buildings; 1 or 2 more buildings will be built when we reach roughly 90% capacity. The applicant's goal is to have all 5 buildings completed within 5-6 years. The facility will be accessible to tenants 24 hours a day. The facility will not have on-site staffed hours. If a meeting with a tenant is necessary, it will be facilitated between the hours of 7am – 7pm. Each building will have LED wall pack lights that face inward towards each building and/or parking area. The 170' building on the west will have 7 lights spaced evenly above the garage doors. The east building will have 4 lights also spaced evenly above the overhead doors. There will be a larger light at the entrance to illuminate the keypad entrance/gate. There will be one large sign visible from highway 10, per county ordinance. There will be an emergency contact informational sign posted on the electronic gate entrance. The proposed fencing will be 6' tall white vinyl fencing. The yard areas that are not improved with building or parking areas will be left in their natural state and will not be landscaped. There will be a coded keypad at the gate for tenants to securely access the area, each unit will have a keyed bolt lock. There will be a security system consisting of 7 cameras for the first phase and will be expanded as needed when future buildings are completed.

Board members had several questions and concerns about the proposed plan and felt the application was incomplete. The applicant was absent from the meeting and unable to address the concerns and questions, therefore the Board TABLED the item and is requesting the application be resubmitted and reviewed at a later date, after the applicant has responded to the following: 1. Application and site plans need to be reviewed by BLFD Fire Chief for accessibility and ability for emergency equipment to maneuver inside the facility. 2. Will paving of the site be done in phases like the planned construction of the buildings? 3. Will curbing be installed, even though it is not required? 4. Provide structure drawings which need to include front/back/side elevations and depict construction materials (siding).

Variance request for setback from the OHWL of the Elk River - PID# 10-00116-4405

Scott Mc Farlin of McFarlin Construction, LLC is requesting a 50' variance in setback to the Elk River. A 100' setback to the OHWL of the Elk River is required.

The variance request is to allow for an 18' x 23' addition to be built onto the home owned by John Tvedt and Doris Hemmesch, located at 16828 205th Ave NW, Big Lake, MN 55309. The Board reviewed the application and noted the home is already non-conforming as it was built prior to the current ordinance. They discussed the proposed building plan with the applicant and his contractor and learned the addition will be for an aging parent to be able to live at the couple's home. The determined the request for variance is appropriate and recommended approval of the request for 50' variance.

Requesting permission for Eagle Merit Badge project in Big Lake Township's Lions Park

Scout James Nordling (JD) – Troop #93, was present to request permission to update some of the picnic tables in the Township's Lions Park for his Eagle Merit Badge. He is proposing to rebuild 3-4 of the tables that are in the worst shape. The replacement tables will have sections of the seating area open for accessibility.

Chair Aubol had previously met with JD on this project and recommended the project be approved. Board members concurred and gave JD permission to pursue his project with the Scout Council.

Troop 93 advisor, Mark Hart was present and asked to address the Board. Mr. Hart wished to thank the Town Board for all their support throughout the years. He reported that the experience provided Eagle Merit Badge process helps to prepare the boys for adulthood. It has allowed for several Scouts to achieve many accomplishments. He shared that three Eagle Scouts, with whom the Board worked, secured jobs at a Wisconsin Scout camp. Chair Aubol noted that one of those boys is Noah Hart, who is working as the Program's Director at the camp. The Board thanked Mr. Hart for his continued dedication to the Scout program and the boys who are involved in Troop #93.

Roads

Supervisor Brenteson informed the Board the BNSF train derailment caused quite a bit of damage to the 172nd St. NW right of way, where a ultra-thin mill and overlay was performed last construction season. New pavement was laid to allow the road to be reopened but there will need to be additional repairs done by the township. BNSF has reached out to the township to begin the claims process so reimbursement of repair costs can be made. Lance Benboom, from ASTECH, has been contacted to look at the road and provide information on the best repair solution(s).

Vendors have been out to remove trees downed in recent storms. They continue to work on seasonal projects – trimming, plow damage repairs, etc.

Business from the Board – Committee Reports/Updates

Supervisor Hayes and her husband worked to move kitchen cabinetry to accommodate the commercial refrigerator in the kitchen space used by renters.

Chair Aubol attended the Planning and Zoning Planning Commission meeting where the SSTS ordinance updates were discussed. The Commission recommended the ordinance allow for 5' separation to be allowed in septic systems installed in porous soils and gravity systems will be permitted when the site allows.

Treasurer's Business

Treasurer's Report

Treasurer Warneke reviewed the Treasurer's Report and financial statements with the Board. He said the fund balances are in good shape. There is a slight overrun in the board and clerk accounts and slight underrun in the CMRP account. We have received the township's portion of BLIPE tax collections, from the City of Big Lake. Treasurer Warneke would like to use the unobligated ARPA funds to pay on the new ladder truck – Tower 1. Other fire department capital expenditures, which have been discussed as 2024 projects include the station's parking lot, electrical upgrades, and resurfacing in the truck bays. Accounts balances highlighted in the report included the general fund balance (\$361,323.79) and road fund balance (\$1,217,454.32). The town treasury ending balance (less escrows) after payment of approved claims was \$ 2,975,591.36 and escrow funds balance of \$ 157,552.15. The total town treasury balance: \$ 3,133,143.51

Motion/Second to approve the Treasurer's report by: Hedstrom/Alfords. Approved by: Aubol, Alfords, 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 at Sherburne Government Center. Monday through Friday from 8:30AM to 4:30PM. Open Saturday, August 10, 2024 from 9AM to 3PM.
 - o Mail-in ballots must be returned by **8:00PM, Tuesday August 13, 2024**
- Affidavit of Candidacy Filing for Town Offices and Big Lake Hospital District Board:
- Filing done at town clerk's office Tuesday July 30, 2024 – Tuesday August 13, 2024 07/30/2024 – 08/12/2024 normal business hours and 08/13/2024 extended hours until 5PM. \$2 filing fee for township offices.

- Primary Election Public Accuracy Testing of Voting Equipment on Thursday August 08, 2024. 9:00am - 1:00pm. Sherburne County Government Center – Maple Room.
- Primary Elections: Tuesday August 13, 2024. Polls open 7AM – 8PM.
 - o Pct. 1– Lord of Glory Lutheran Church, Pct. 2 – Big Lake Town Hall, Pct. 3 – Big Lake Fire Station
- Big Lake Community Food Shelf – Produce & Pantry food distribution Monday August 19th 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 August 28, 2024 @ 6PM

Adjournment:

Motion/Second to adjourn Regular Board Meeting at 7:02 PM by: Hayes/Alfords. Approved by: Aubol, Alfords, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 28th day of August 2024, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk