



Regular Board & Reorganizational Meeting
Wednesday January 8, 2025 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday January 8, 2025, 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. Supervisor Larry Alfords – via telecommunications, per MN Statute Stat. 13D.02, Vice-Chair Dean Brenteson, Supervisor Laura Hayes, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Debbie Workman, Deputy Treasurer Becky Guthrie, Sargeant Derek Barrett - Sherburne County Sheriff's Department, County Commissioner Raeanne Danielowski, Michelle Aaseby - Blue Hill Township Clerk, Francine Larson – Blue Hill Township Treasurer, and newspaper reporter were in attendance. Per MN Statute 13D.02 all voting was done by roll-call.

Oaths of Office

Clerk Maas administered oaths of office to re-elected town officers, Bruce Aubol – Supervisor Seat #3, Mark Hedstrom – Supervisor Seat #4, Laura Hayes – Supervisor Seat #5.

Approval of Meeting Agenda

Chair Aubol requested the Board add a town business item to correct the time of the Local Board of Appeal and Equalization meeting. Motion/Second to accept the amended agenda by: Hayes/Hedstrom. All Present Supervisors Approved. 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 12/11/2024. B) Ratify claims and payroll paid between 12/12/2024 and 01/08/2028. Motion/Second to Approve consent agenda by: Brenteson/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion Prevailed.

Sherriff's Report

Sergeant Derek Barrett reported 235 calls in the township, for the month of December 2024. Sergeant Barrett informed the Board there were 2 reported thefts within the township. New construction materials from a jobsite and tools from a different jobsite. Both thefts are inactive due to no good information for investigators. Chair Aubol inquired if there was an update on the adult amber alert sent earlier in the day. Sargeant Barrett stated the individual had been located and at last report, doing fine.

Open Forum

NONE

Regular Business

Local Board of Appeal and Equalization meeting time

The call for the Local Board of Appeal and Equalization meeting included the incorrect time of commencement. The meeting will be held on Thursday April 10, 2025, and will commence at 9:00 AM at Big Lake Town Hall, 21960 County Road 5, Big Lake, MN 55309.

Roads

Supervisor Brenteson reported the plow vendors were out a couple of times to plow and treat icy roads.

Brushing and trimming work continues.

The road committee is working with William Tessmer – town engineer, to define 2025 road maintenance projects. Bid advertising will likely occur in February.

Business from the Board – Committee Reports/Updates

Supervisors Hayes and Hedstrom met as the Personnel Committee and are looking at making recommendations at the next Board meeting for vacation and holiday policies. They will also be working on an employee handbook.

Supervisor Aubol reported the County Planning Advisory Board meeting is scheduled for the same day and time as the Joint Community Meeting and he will miss the community meeting. Supervisor Hedstrom offered to attend the County Planning Advisory meeting to allow Chair Aubol to attend the Joint Community Meeting. Chair Aubol will attend the Joint Community meeting and Supervisor Hedstrom will attend the County Planning Advisory meeting.

Supervisor Brenteson reported during the January CMRP meeting, the group will finalize the organization of the 501c(4). The change to non-profit status will allow for more people and entities to be involved, as well as raise funds. The PEL study is nearing completion and three locations for a new bridge crossing will be proposed. One near the current bridge location, one closer to the Monticello nuclear facility, and one further west toward Becker. Supervisor Brenteson will have an update for the town board, at the January 22nd meeting.

Treasurer's Report

Treasurer Ken Warneke presented a 2025 Proposed Budget. He informed the Board that members of all the committees and staff worked together on the budget and the numbers presented have been tentatively entered into CTAS for report purposes and will be edited, as needed when the Board adopts the 2025 budget. The Board opted to review the budget and revisit it at the January 22, 2025, meeting.

Treasurer Warneke reviewed the Treasurer's Report and financial statements with the Board. He noted the town had received another property tax payment from the County. He also informed the Board 2024 earned interest was been re-allocated to all the town funds. He stated that moving forward, interest will be distributed to all funds during the year, instead of using the road fund as a holding account throughout the year and re-allocating it at the end of the year. 2024 end of year balances highlighted in the report included the general fund (\$469,682.26), road fund (\$ 1,538,684.92), and Big Lake fire fund (\$163,024.21). January 08, 2025, ending balances (less escrows) after payment of approved claims, town funds: \$2,615,572.89; escrow funds balance: \$141,264.41. The total town treasury balance: \$2,756,837.30.

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

Reorganizational Items

Resolutions Authorizing Contract with Interested Officers Under MS § 471.88 Subd. 5

Motion/Second to adopt Resolutions 2025-01 Authorizing Contract with Interested Officers – Larry Alfords by: Hedstrom/Hayes. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. Alfords abstained. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2025-02 Authorizing Contract with Interested Officers – Bruce Aubol by: Hayes/Brenteson. Approved by: Alfords, Brenteson, Hayes, and Hedstrom. Aubol Abstained. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2025-03 Authorizing Contract with Interested Officers – Dean Brenteson by: Hedstrom/Hayes. Approved by: Alfords, Aubol, Hayes, and Hedstrom. Brenteson Abstained. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2025-04 Authorizing Contract with Interested Officers – Laura Hayes by: Brenteson/Aubol. Approved by: Alfords, Aubol, Brenteson, and Hedstrom. Hayes abstained. None opposed. Motion Prevailed.

Motion/Second to adopt Resolutions 2025-05 Authorizing Contract with Interested Officers – Mark Hedstrom by: Hayes/Brenteson. Approved by: Alfords, Aubol, Brenteson, and Hayes. Hedstrom Abstained. Motion Prevailed.

Election of Chairman of the Board & Vice-Chairman of the Board

Supervisor Alfords nominated Supervisor Bruce Aubol to remain as Board Chair. Aubol accepted the nomination. Motion/second to elect Supervisor Bruce Aubol as Chairman of the Town Board by: Alfords/Hedstrom. Approved by: Alfords, Brenteson, Hayes, and Hedstrom. None opposed. Aubol abstained. Motion Prevailed.

Supervisor Hayes stated she felt the position of Vice-chair served as a steppingstone to the Chairman position and asked if Supervisor Brenteson was interested in eventually becoming Board Chairman. He said he enjoys being Vice-chair but has no intention of becoming Board Chairman. Supervisor Hedstrom expressed interest in the position of Vice-chair and possibly becoming Board Chairman, in the future. Motion/second to elect Supervisor Mark Hedstrom to the position of Vice-chair of the Town Board by: Hayes/Aubol. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Appointment of Clerk, Treasurer, and Treasurer Assistant

Aubol called to re-appoint Kenneth Warneke to the position of Town Treasurer. Seconded by: Hayes. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

***Connection was lost to Supervisor Alfords at 6:35PM and was unable to be re-established.

Treasurer Warneke re-appointed Becky Guthrie to the position of Deputy Treasurer.

Supervisor Hayes called to re-appoint Brenda Kimberly-Maas to the position of Town Clerk. Seconded by Hedstrom. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Clerk Kimberly-Maas re-appointed Debbie Workman to the position of Deputy Clerk.

Appointment of Supervisors to Committees

Board members discussed current appointments to the various committees within the township and others where the township has representation. A few additions to committees were recommended. It was further learned that three of the committee assignments are either appointed by the County Board – Sherburne County Economic Development Authority, and Sherburne County Parks Commission, and the Sherburne County Soil & Water District position is elected by the residents of the district. These committees/commissions will be removed from the committee listing. Staff was directed to add titles to the names listed, as well.

Motion/Second to add Vice-chair Hedstrom to the Town Finance Committee by: Aubol/Hayes. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Motion/Second to add Deputy Clerk Workman was added to the Town Buildings, Park, and advisory to Bailey Station Board Committee by: Hayes/Brenteson. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Motion/Second to add Supervisor Brenteson to the Town Legal Committee by: Hedstrom/Hayes. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Motion/Second to leave all other committee assignments as were established for 2024 by: Aubol/Hayes. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

The agreed upon 2025 Committee List is retained as part of the Official Minutes, which are available in the Clerk's Office.

Establish Monthly Board Meeting Dates/Time/Location; Legal Holiday Observation; Office Business Hours

A proposed regular meeting schedule was presented to the Board for consideration. The Board decided to maintain the current regular meetings to be held the second and fourth Wednesday of each month excluding November and December, when the Board will only meet on the second Wednesday of the month.

Motion/second to adopt the meeting schedule presented by: Hayes/Brenteson. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Clerk Maas presented a list of the twelve Federal Holidays. She noted Supervisor Hedstrom mentioned an option to remain open on Columbus Day and close Friday after Thanksgiving as a staff paid holiday, during the 2024 reorganizational business. Clerk Kimberly-Maas inquired if the Board would entertain this arrangement. Board members felt this was a better option and asked staff if they were in agreement with the proposal. All staff were in favor of this option.

Motion/Second to amend the office closure dates to have the office open on Columbus Day – Monday, October 13, 2025, and consider the Friday after Thanksgiving – November 28, 2025, as a paid holiday. Office hours are Monday – Thursday 9:00AM – 4:00PM and Friday 9:00AM – 12:00PM, unless otherwise posted by: Aubol/Hayes. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Adopted 2025 Meeting Schedule and Office Calendar is retained, as part of the Official Minutes, which are available in the Clerk's Office.

Legal Counsel

Motion/Second to retain Peter Tiede, of Geck, Duea, Olson, PLLC (GDO Law), as the town's general legal counsel and allow hiring of other legal firms to represent the town based on the

town's need and firm's expertise by: Aubol/Hayes. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Set 2024 Gopher Bounty

Motion/Second to maintain the Town's payable gopher bounty at \$3.00 per pair of front feet by: Hedstrom/Brenteson. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Ratification of the following items:

Motion/Second ratifying the following by Brenteson/Hayes. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

- Authorize staff to pay normal bills received and due between normally scheduled meetings.
- Authorize Treasurer to make Electronic Fund Transfers (EFTs) – PERA Contributions, Payroll withholdings, tax deposits, and transfer funds between Town banking institutions.
- Authorize Clerk to make Electronic Fund Transfers (EFTs) – PERA Contributions, Payroll withholdings, tax deposits, and between Town banking institutions.
- Depository(ies) of Town Funds – First Bank of Elk River - Resolution 2025-06; Sherburne State Bank - Resolution 2025-07; US Bank - Resolution 2025-08, PMA/4M Fund (League of Minnesota Cities).
- Depository(ies) of Big Lake Fire Department Funds – Old National Bank – Resolution 2025-09; US Bank – Resolution 2025-10, PMA/4M Fund (League of Minnesota Cities).
- Authorize Chair, Vice-Chair, Treasurer and Clerk to open banking accounts.
- Authorize Chair, Vice-Chair, Treasurer and Clerk as authorized signors on Town banking accounts.
- Establish Legal Posting Area for Town Notices – Big Lake Townhall.
- Confirm mileage reimbursement at current federal rate – mileage traveled for town or election business.

Establish Official Newspaper for Legal & Public Notices

Board members discussed the need to have two papers serve as the official newspaper. It was determined that only one official newspaper was needed.

Motion/Second establishing official newspaper as Patriot News by: Hayes/Hedstrom. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion Prevailed.

Announcements

- Town office closed Monday January 20, 2024 – Martin Luther King, Jr. Day.
- Sherburne County Association of Townships (SCAT) meeting Wednesday, January 15, 2025 – dinner served at 6:00PM, meeting commences at 7:00PM.
- Annual Joint Community Meeting (third Thursday of January) – Thursday, January 16, 2025, commencing at 6:00 PM, in City of Big Lake Council Chambers.

Adjournment:

Motion/Second to adjourn Regular Board & Reorganizational Regular Meeting at 7:12PM by: Hayes/Hedstrom. Approved by: Aubol, Brenteson, Hayes, and Hedstrom. None opposed. Motion prevailed.

Accepted this 22nd day of January 2025, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chairman

Recorded by: Brenda Kimberly-Maas, Town Clerk