



Regular Board Meeting  
Wednesday February 12, 2025, 6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday February 12, 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 Alford – via telecommunication, per MN Statute Stat. 13D.02, Supervisor Dean Brenteson, Supervisor Laura Hayes, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Treasurer Becky Guthrie, Sergeant Derek Barrett - Sherburne County Sheriff's Department, County Commissioner RaeAnne Danielowski, newspaper reporter, and one guest were in attendance. Vice-Chair Mark Hedstrom was absent. Per MN Statute 13D.02 all voting was done by rollcall.

Approval of Meeting Agenda

Motion/Second to accept the presented meeting agenda by: Hayes/Brenteson. Approved by: Alford, Aubol, Brenteson, and Hayes. Motion carried. The meeting proceeded in accordance with the agenda presented.

Approval of Consent Agenda

The Consent Agenda consists of: A) Approval of Minutes; Regular meeting of 02/12/2025. B) Approve claims and payroll presented for payment. Motion/Second to Approve consent agenda by: Brenteson/Hayes. Approved by: Alford, Aubol, Brenteson, and Hayes. None Opposed. Motion carried.

Sheriff's Department Report

Sergeant Derek Barrett reported 237 calls in the township, for the month of January 2025. Sergeant Barrett informed the Board the Sheriff's Department has possible suspects in some of the calls of trespassing and theft activities, at the KPMX tower. Sergeant Barrett checked with the DNR conservation officer to find out if there have been any concerns to report. There has been some property damage to ice houses on Big Eagle Lake and some reports of ATVs traveling at high rates of speed on Eagle Lake.

Regular Business

Proposed Amendments to County Zoning Ordinances - Section 17 - ADUs

The Town Board was asked to provide comments to Sherburne County Planning and Zoning on proposed changes to Zoning Ordinance 17 regarding the allowance of Accessory Dwelling Units (ADUs). The DRAFT ordinance was provided to Town Board members via email on January 28, 2025, to allow Town Board members time to review the proposed revisions.

The County's Comprehensive Land Plan use #1, identifies ADUs as a high priority action.:

An Accessory Dwelling Unit (ADU) is a self-contained residential unit with its own living room, kitchen, and bathroom. They are permanent installations that are legally part of a larger property that includes a standard single-family house. There are several types of ADUs to meet family needs and/or can generate rental income for the homeowners. An ADU may be located inside the principal building or located in a detached accessory building on the same parcel.

Sherburne County Planning and Zoning's plan is to introduce this ordinance to the Planning Advisory Commission on February 20, 2025. A public hearing, for its formal review is scheduled for Thursday, March 20, 2025. Following the March public hearing, County Planning and Zoning staff will bring the recommendations from the Planning Advisory Commission to the County Board of Commissioners meeting scheduled for Tuesday, April 15, 2025.

Supervisor Alfords mentioned that ADUs are currently allowed and wondered why the amendment was being proposed. Clerk Kimberly-Maas said that ADUs were currently allowed via IUPs and believes that adding the amendment would eliminate the need to apply for an IUP but will clarify this with Mitch Glines, Sherburne County Senior Planner. Supervisor Brenteson expressed his approval of the language, saying it was well done as it takes into consideration shoreland and septic issues.

Clerk Kimberly-Maas will get confirmation that adding the proposed language will eliminate the need for the IUP process, for an ADU. Clerk Kimberly-Maas will forward Supervisor Brenteson's comment and the Board's approval of the proposed amendments.

#### 2025 Term Life Insurance Benefit

Town officers have group term life insurance through Minnesota Benefits Association (MBA). The group plan requires that all officers must be covered, and all coverages must be the same plan. MN Statute Chapter 367; Defines Town Officers to include the positions of Supervisor, Clerk, Treasurer, Deputy Clerk, and Deputy Treasurer. *The plan will be updated to reflect the appointment of Becky Guthrie to the Deputy Treasurer position and the invoice will be adjusted to reflect the Board's coverage decision.*

This coverage is reviewed annually. The current coverage is the Platinum Plan which includes the following benefits:

Term Life Insurance (can be continued after leaving office) \$20,000; Accelerated Life Benefit \$10,000; Seat Belt Benefit \$2,000; Common Carrier Benefit \$200,000; Accidental Death & Dismemberment Benefit \$50,000 at an annual cost of \$320.00 per officer. MBA also charges a single annual plan administration fee of \$5.00. Total cost of the Platinum Plan for all town officers equals \$ 2,885.00. Coverage runs from April 1, 2025 – March 31, 2026.

Motion/second to continue coverage of the town officer group life insurance Platinum Plan, for \$320.00 per officer, for a total of \$2,885.00, administered by Minnesota Benefits Association by: Hayes/Aubol. Approved by: Alfords, Aubol, Brenteson, and Hayes. None opposed. Motion carried.

#### Roads

Supervisor Brenteson reported that the plowing vendors were out to clear roads during the snow events and the recent extremely cold weather has dampened tree trimming. He also noted that the town engineer is still working on the bid documents, and he hopes to have the engineer's estimate for the Board, at the February 26, 2025, meeting.

#### Business from the Board – Committee Reports/Updates

Supervisor Brenteson reported the CMRP group has officially become a 501(c)(4). The Town and other local governing agencies will need to apply for membership. Membership details are being worked out and membership should be ready in March or April of this year.

## Treasurer's Business

### 2022 UTBWC Retainage payment

Treasurer Ken Warneke presented a late application for retainage payment from ASTECH. The retainage was from 2022 Ultra-thin bituminous wear course applications. He and Supervisor Brenteson stated the UTBWC applications were done on sections of 205<sup>th</sup> Ave., 156<sup>th</sup> St., 226<sup>th</sup> Ave, 165<sup>th</sup> St., 223<sup>rd</sup> Ave., 160<sup>th</sup> St., and 182<sup>nd</sup> Ave. and are holding up very well.

Motion/Second to approve payment of 2022 ultra-thin bituminous wear coarse retainage to ASTECH in the amount of \$19,891.28 by: Aubol/Brenteson. Approved by: Alford, Aubol, Brenteson, and Hayes. None Opposed. Motion carried.

### BLFD Annual Audit Engagement Letter

The Big Lake Fire Department is required to have an annual audit of its financial records, by an independent audit firm. Creative Planning – formerly known as Bergen KDV, performs this annual audit. Since the Town is BLFD's fiscal agent, town staff assists with the audit. Creative Planning sent an engagement letter, which lays out the scope of the work to be performed during the 2024 annual audit and the cost to perform the audit. The estimated cost is \$ 9,500.00 and is included in the department's operating budget. Samantha Bray, Creative Planning Staff Accountant will be onsite Wednesday March 26, 2025 – Friday March 28, 2025, to conduct BLFD's financial records audit. The audit engagement letter was signed by Treasurer Warneke and was presented to the Board for ratification.

Motion/Second ratifying the 2024 Creative Planning audit engagement letter by: Aubol/Hayes. Approved by: Alford, Aubol, Brenteson, and Hayes. None Opposed. Motion carried.

### Treasurer's Report

Treasurer Warneke reviewed the Treasurer's Report and financial statements with the Board. Highlighted funds in the report included the general fund (\$441,655.90) and road fund (\$1,433,490.27. He noted there have been more spent on brushing and trimming than plowing to date. February 12, 2025, ending balances (less escrows) after payment of approved claims – including the ASTECH 2022 UTBWC retainage and Tower 1 payments, town funds: \$2,455,948.50; escrow funds balance: \$134,064.75. The total town treasury balance: \$2,590,013.25.

Motion/Second to approve the Treasurer's report by: Aubol/Alford. Approved by: Alford, Aubol, Brenteson, and Hayes. None opposed. Motion Prevailed. *Financial Reports are retained as part of the Official Minutes, which are available in the Clerk's Office.*

\*Supervisor Alford exited the meeting during the board of audit.

### 2024 Board of Audit

*The Town Board is charged with reviewing and verifying the financial books of the Town, annually per Minn. Stat. § 366.20 and Minn. Stat. § 366.21. Because the Town serves as the Fiscal Agent for the Big Lake Fire Department per the 2017 Joint Powers Agreement, the Board is also asked to review the Fire Department's financial books, as part of the board of audit. For each regular meeting, the fire chief reviews and approves fire department claims. The town board reviews and approves town claims, as well as reviewing the *fire department claims, at each meeting.**

Treasurer Warneke explained that the town keeps the official set of accounting books on the clerk's computer, and a subsidiary set of books on the deputy treasurer's computer, for internal control purposes. The clerk processes all claims, payroll, receipts, and has the official budget. The subsidiary copy has a copy of the budget and receipts and disbursements are recorded in it. Every month the bank statements are reconciled against the official financial books every month by the treasurer/deputy treasurer and both sets of the financials are balanced. The town board reviews and approves the town's cash control statements during the first monthly meeting, which includes

the bank statement reconciliations. The Big Lake Fire Department Joint Powers Board reviews and approves the department's cash control statements and bank reconciliation statements at their meetings.

For the Board of Audit, binders for the Town and BLFD were prepared and presented, for the supervisors to review. Included in the binders were receipt ledgers, disbursement ledgers, cash control statements, outstanding check listings, and vendor ledgers, from the official and subsidiary financials. Treasurer Warneke asked the supervisors to review the balance on the cash control statements from the official and subsidiary financials and verify the same information is on the bank and 4M statements. Treasurer Warneke informed the board that Sherburne State bank issues a collateral statement for the town's investments held there. The bank's pledge exceeds the required amount, by over double. He noted the majority of the town's and BLFD investments are held in 4M investments which meet statutory investment requirements.

Each supervisor selected a receipt and a disbursement from the presented reports to audit. Those selected were verified to have the original receipt, claim/disbursement in the physical files, as well as shown in the bank statements.

The following Town receipts were pulled and verified:

<u>Receipt #</u>	<u>Receipt Date</u>	<u>Payor</u>	<u>Amount</u>	<u>Treas/Clerk/Bank Verified</u>
184401	04/29/2024	City of Becker	\$500.00	Y / Y / Y
ACH240501	05/01/2024	Verizon Wireless	\$1,207.50	Y / Y / Y
ACH20240202	02/02/2024	Sherburne County	\$232.97	Y / Y / Y

Auditor/Treasurer

The following Town disbursements/claims were pulled and verified:

<u>Voucher #</u>	<u>Check Date</u>	<u>Remitted to</u>	<u>Amount</u>	<u>Treas/Clerk/Bank Verified</u>
23298	02/14/2024	ACE Solid Waste	\$174.85	Y / Y / Y
23344	03/11/2024	Patriot News	\$490.00	Y / Y / Y
23421	05/21/2024	Jeff Rhodes	\$2,822.50	Y / Y / Y
23495	07/10/2024	City of Big Lake	\$2,500.00	Y / Y / Y
23588	09/11/2024	Jeff Rhodes	\$2,617.50	Y / Y / Y

The following BLFD receipts were pulled and verified:

<u>Receipt #</u>	<u>Receipt Date</u>	<u>Payor</u>	<u>Amount</u>	<u>Treas/Clerk/Bank Verified</u>
256557	03/11/2024	The Eddy Foundation	\$4,000.00	Y / Y / Y
ACH240417	04/17/2024	MMB	\$4,370.70	Y / Y / Y
256576	12/10/2024	American Online	\$500.00	Y / Y / Y

Giving

The following BLFD disbursements/claims were pulled and verified:

<u>Voucher #</u>	<u>Check Date</u>	<u>Remitted to</u>	<u>Amount</u>	<u>Treas/Clerk/Bank Verified</u>
5112	01/12/2024	Payroll	\$267.77	Y / Y / Y
5217	02/28/2024	Sara Freiday	\$325.00	Y / Y / Y
5335	04/30/2024	Kirvida	\$1,318.32	Y / Y / Y
5391	05/22/2024	MedCompass	\$5,038.00	Y / Y / Y
5682	10/23/2024	Heiman, Inc.	\$573.83	Y / Y / Y

Having performed the audit functions with no discrepancies found, the board approved the Schedule 1 – Statement of Receipts, Disbursements and Balances.

Treasurer Warneke handed out a proposed 2026 levy for board members to review ahead of the next meeting. He will be requesting the Board make a 2026 levy recommendation for the upcoming Annual Meeting.

Open Forum

NONE

Announcements

- President's Day Monday February 17<sup>th</sup> – Town Office closed
- Next Regular Meeting Wednesday February 26, 2025 @ 6PM
- BLFD JPB Regular Meeting – Tuesday March 4, 2025 @ 5PM, at fire station
- Town Annual Meeting Tuesday March 11, 2025 @ 6PM at Town Hall
- SCAT Meeting Wednesday March 19, 2025. Meal @ 6PM, meeting @7PM at Sherburne History Center
- Big Lake Lions Fish Fry Friday March 21, 2025, at Big Lake Town Hall – food service begins @ 4:30PM

Adjournment:

Motion/Second to adjourn Regular Board meeting at 7:31PM by: Hayes/Brenteson.

Approved by: Aubol, Brenteson, and Hayes. None opposed. Motion prevailed.

Accepted this 26th day of February 2025, by the Town of Big Lake Board of Supervisors.

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Bruce Aubol, Chairman

Recorded by: Brenda Kimberly-Maas, Town Clerk