



REGULAR MEETING

WEDNESDAY SEPTEMBER 25, 2019 - 7:00PM

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The Orrock Township Board met in regular session, on Wednesday September 25, 2019, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Corrie Silverberg, Supervisors Bryan Adams, Paul Ellinger, Bob Hassett and Eric Peterson, Clerk Brenda Kimberly-Maas, Treasurer Gary Goldsmith. Also in attendance were Deputy Clerk Chris Weber, Mike Nielson – Town engineering firm, Darryl Waletzko – Town Contractor and five audience members

A quorum was present, the meeting was called to order by Chair Silverberg, at 7:00PM and the Pledge of Allegiance to the United States of America was recited.

#### Meeting Agenda Approval

Treasurer Gary Goldsmith presented a revised Treasurer's Business Agenda to the Board. Motion/Second to accept the presented agenda including the revised Treasurer's Business by: Adams/Ellinger. All present Supervisors approved. Motion prevailed, and the meeting proceeded in accordance with the presented agenda.

#### Approval of Meeting Minutes

Confirmation of two revisions – typing errors, was done.

Motion/Second to approve the July Regular Minutes by: Peterson/Hassett. All present Supervisors approved. Motion Prevailed.

#### Open Forum

Myron Wilson presented information on his campaign under the Vets Party to the Board and audience during Open Forum.

#### Clerk's Business

##### Call for Annual Joint Community Meeting

The Board received request to call for Joint Community Meeting on Thursday January 16, 2020 to be held in the City of Big Lake Council Chambers at 6:00PM.

Motion/Second calling for Joint Community Meeting on Thursday January 16, 2020 to be held in the City of Big Lake Council Chambers at 6:00PM by: Peterson/Hassett. All present Supervisors Approved. Motion Carries.

## Roads

### License Agreement Template for SSTS under Road/ROW

Another DRAFT SAMPLE License Agreement was received from Bob Ruppe. The Road Committee will review the document and work with Bob Ruppe to get a FINAL DRAFT SAMPLE License Agreement Template, for Board consideration at the October 2019 Regular Meeting.

### 189<sup>th</sup> St. north of CSAH 4 – Hidden Ponds

Supervisor Peterson and Darryl Waletzko reported to the Board there was a lot of organic material that had been buried on the right of way of 189<sup>th</sup> St. NW, north of County State Aid Highway 4, in Hidden Ponds. Much of the brush and smaller branches had decomposed resulting in the sink holes that had been reported. Additionally, there were several large tree stumps which were also dug out. The stumps had been brought to the Town Hall lot for temporary storage, until they could be brought to a chipping facility for little to no cost. Area chipping facilities are overstocked with materials and are charging a premium for disposal. To take them to a landfill will cost \$1000 per load and there are at least 4 loads of stumps. It was also discovered there are many 12" - 14" in diameter stumps under the road of 189<sup>th</sup> St. NW. They are solid at present and the road remains in stable condition.

### 233<sup>rd</sup> Ave & 168<sup>th</sup> St. SPRA Grant Project

Mike Neilson reported that the SPRA Grant project was substantially complete. The total cost will come in under budget by about \$7000.00. The remaining question is discrepancy between the definition of the road right-of-way for 233<sup>rd</sup> Ave. within the 233<sup>rd</sup> Ave. Easement Exhibit and the survey done. Mike Nielson will follow-up again with Martha Vickery at the DNR to get an answer to this question. The Board would also like Bob Ruppe to review the 233<sup>rd</sup> ROW Easement document, for the Town. The Town can apply for reimbursements about 30 days after all work is completed and bills received from the project.

Motion/Second authorizing the review of 233rd Ave. NW Road/Right-of-Way Easement by Bob Ruppe by: Adams/Peterson. Approved by: Adams, Ellinger, Hassett, Peterson and Silverberg. Motion Carries.

### Other Road Business

Residents Thomas and Heidi Warnke were present requesting information on the status of ROW for 253 ½ Ave. NW. It is their desire to install a containment fence, for livestock – goats. The Road Committee will work with the plowing vendor to determine the distance from the edge of the bituminous needed for snow storage. The information will be relayed to the Warnkes when it becomes available.

### Supervisor Updates

Supervisor Adams informed the Board that the drains and catch basins were scheduled to be cleaned the Friday after this meeting.

Supervisor Ellinger attended the Zimmerman Fire Board meeting, where he learned interviews for an architectural firm/project manager for the new fire station, were being conducted. During the Township Finance Committee meeting, members discussed having the town hall building structure

evaluated and begin the process of analyzing the possibilities for the future of the town hall. Supervisor Adams volunteered to obtain quotes from firms to analyze the structural integrity of the original town hall building and its foundation. He will bring those quotes for Board authorization in October.

Supervisor Hassett reported on some controversy surrounding the use of certain herbicides to treat State Park lands. No Board Action required.

Supervisor Peterson had received some phone inquiries on the status of gravel roads in the township. He informed the Board that all gravel roads will be graded again, prior to snow season. The township has three gravel roads remaining – the very end of 245<sup>th</sup> Ave. (west of CSAH 15), 180<sup>th</sup> St. NW (south of CSAH 4) and 234<sup>th</sup> Ave. (east of Co. Rd 75). A question was posed about the stored bituminous millings. They have been used for shoulder repairs and to fill in areas that have had significant washing, from the summer's heavy rains.

### Treasurer's Business

#### Claims Approval – Routine, Individual and Payroll

Claims and payroll presented for payment, were electronically made available for Board review, and were available as hard copy, during the meeting, for public review.

- Routine Claims:

Motion/Second to approve routine claims by: Peterson/Adams. In favor: Adams, Ellinger, Hassett, Peterson & Silverberg. Opposed: none. Abstained: None. Motion Prevailed.

- Payroll Claims - September 2019:

Motion/Second to approve payroll claims by: Peterson/Ellinger. In favor: Adams, Ellinger, Hassett, Peterson & Silverberg. Opposed: none. Abstained: None. Motion Carries.

### Cash Control Statement

Treasurer Goldsmith presented the Board with the Cash Control statement. Ending cash balance after reconciling the books with the bank statements: \$1,403,2695.72. For information Gary told the Board the interest accrued on the CDs is done daily, so the amount presented is to the date of the printed report – not necessarily the last day of the month.

Motion/Second to accept the July Cash Control Statement: Ellinger/Hassett. Approved by: Adams, Ellinger, Hassett, Peterson and Silverberg. Opposed: None. Abstained: None. Motion Carries.

### Treasurer's Report

Town Funds balances as of August 31, 2019:

General Fund: \$ 80,087.67

Road & Bridge: \$ 689,026.98

Fire: \$20,571.33

Capital Reserve: \$83,145.05

The escrows were unchanged

Motion/Second to accept the Treasurer's Report date ending 08/31/2019 by: Adams/Hassett. Approved by: Adams, Ellinger, Hassett, Peterson and Silverberg. Opposed: None. Abstained: None. Motion Carries.

## Treasurer Action Items

### Accounting Adjustments

Treasurer Goldsmith informed the Board there were two items in need of attention within the CTAS accounting system which will need Board acceptance. Reports were provided as documentation of these changes: 2018 General Fund statement showing adjusted 2018 ending cash balance; 2019 General Fund statement with beginning cash balance as originally brought forward from 2018; 2019 General Fund statement with new adjusted incoming cash balance.

1. A 2018 claim was made to Lewis Software for Federal Tax filing which hadn't occurred. To correct this Treasurer took the following actions: a. Deletion of the original 2018 claim which resulted in an increase in the 2018 General Fund ending cash balance of \$7.50. b. Corrective adjustment to the 2019 General Fund beginning cash balance of an increase \$7.50 so it would match the new 2018 ending balance.
2. Issuance of a check to Connexus Electric in the amount of \$92.19 as payment for June billing was not cashed. Research found the Town had previously paid the bill. The check which had been issued in June was voided within CTAS. Treasurer Goldsmith felt there was no reason to stop payment on the check since if it is ever cashed by Connexus the result would be a credit to our bill.

Motion/Second the accounting actions taken by the Treasurer and described in the Treasurer's memorandum dated September 25, 2019, are approved and ratified. A copy of said memorandum is to be incorporated as a part of the minutes of the September 25, 2019 meeting of the Board of Supervisors by: Ellinger/Adams. Approved by Adams, Ellinger, Hassett, Peterson and Silverberg.  
Motion Carries.

### Creation of New Accounting Funds within CTAS

Treasurer Goldsmith informed the Board he has created two (2) new account codes within CTAS to assist in tracking of the Towns' finances. Fund 280: Driveway and similar Escrows - to track driveway and similar escrow receipts and reimbursements which are non-budgeted funds and should be tracked outside of Road and Bridge. And Fund 230: 2019 SPRA Grant projects (233<sup>rd</sup> Ave & 168<sup>th</sup> St) – to track State Parks grant receipts and make payments for expenses covered by the grant. Both of these funds are intended to track finances which are road related, but not regular, budgeted projects of the Road and Bridge fund. Financial items which were received or disbursed in Fiscal Year 2019, have been recoded within CTAS. Action to accept the new funds and ratify the changes made to CTAS was requested.

I have recoded items in 2019 to these new funds as appropriate.

Motion/Second approving and ratifying the creation of two new funds described in the treasurer's memorandum regarding "Creation of new accounting funds" and dated September 25, 2019 and the Treasurer's actions to re-code relevant transactions to these new fund. A copy of said memorandum is to be incorporated as a part of the minutes of the September 25, 2019 meeting of the Board of Supervisors by: Adams/Hassett. Approved by Adams, Ellinger, Hassett, Peterson and Silverberg. Motion Carries.

### Resolution regarding Allocation of Real Estate Tax Penalties & Interest

Treasurer Goldsmith presented to the Board results of his research on the ability to distribute payments received for Real Estate Tax Penalties and Interest to the Road and Bridge Fund, instead of breaking those payments out to each fund in the percentages of the current years levy. The short answer is "Yes." The Full Board must Unanimously adopt a resolution to allocate these types of payments in whole to any fund it so chooses. Treasurer Goldsmith presented a resolution for consideration to authorize the Treasurer to allocate real estate tax interest and penalties, and payments in lieu of taxes to the Towns' Road and Bridge fund and retro-activate the resolution for all said types of payments received on or after July 1, 2019. CD investment interest is placed into the Road & Bridge fund and 4M Fund and Sherburne State Bank interest is placed in the General Fund.

Motion/Second to adopt Resolution Governing Allocation of Penalties and Interest Paid on Past Due Real Estate Taxes and of Federal and State Payments in Lieu of Taxes by: Ellinger/Hassett. Approved by Adams, Ellinger, Hassett, Peterson and Silverberg. Motion Carries.

### Informational Items

Supervisor Adams inquired if the Town had to bill the State for payment for the SPRA projects. Gary stated the Town does need to seek the reimbursement and he will be submitting claims to the State for payment, within the next week or so.

The Board would also like to have the Town's attorney review the Easement presented by the State for 233<sup>rd</sup> Avenue to ensure the language is accurate and protects the Town's interests.

Motion/Second to have Bob Ruppe review the Easement Agreement presented by the State for Right-Of-Way easements on 233<sup>rd</sup> Ave. and 168<sup>th</sup> St. by: Adams/Peterson. Approved by Adams, Ellinger, Hassett, Peterson and Silverberg. Motion Carries. Clerk will send the easement agreement to Bob Ruppe to review and make his recommendations.

Treasurer Goldsmith presented interim financial reports, for the Road & Bridge and General funds. Both funds are in good condition and he has no concerns.

Gary is waiting to purchase the third CD because the Town will need to pay for the 233<sup>rd</sup>/168<sup>th</sup> projects and request reimbursement from the SPRA grant fund. Once the reimbursement is received the CD will be purchased.

The Finance Committee will meet monthly, on Monday the week prior to meeting week, to review the financial status of the Town. The next meeting is scheduled for 10/21 at 9AM. The Finance Committee requested the Road Committee meet prior to this meeting and present 2020 projects, for budget purposes. The Finance Committee plans to bring 2020 budget to the Board at the November meeting.

### Announcements

Clerk Kimberly-Maas announced Sherburne Wildlife Refuge Open House on Saturday September 28<sup>th</sup>.

### Adjournment

Motion/Second to adjourn regular meeting by: Silverberg/Peterson. All present approved.  
Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday September 25, 2019 at 7:58PM.

Respectfully Submitted,  
Brenda Kimberly-Maas  
Town of Orrock, Clerk

Accepted this 30<sup>th</sup> day of October, 2019 by the Orrock Township Board of Supervisors.

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Corrie Silverberg, Chair

Attest: \_\_\_\_\_  
Brenda Kimberly-Maas, Town Clerk