



Regular Meeting
Wednesday January 29, 2020 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday January 29, 2020, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

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

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

Meeting Agenda Approval

Motion/Second to accept the presented agenda by: Ellinger/Hassett. All present Supervisors approved. Motion prevailed, and the meeting proceeded in accordance with the presented agenda.

Approval of Meeting Minutes

Motion/Second to approve the December Regular Minutes by: Adams/Ellinger. Supervisors Adams and Ellinger approved. Supervisor Hassett abstained. Motion Prevailed.

The minutes from the 1/16/2020 Joint Community Meeting were presented to the board for informational purposes.

Sheriff's Report

Commander Steve Doran reported to the board that in the past 30 days the township had 85 calls - less than the average of 110 calls. Of note were 3 DUIs, 5 medicals, 3 motor vehicle crashes and 1 fatal snowmobile accident.

Open Forum

There were no open forum items.

Clerk's Business

Warnke New Home Construction

Dan and Marcus Berning from Ziegler Custom Homes presented the two variance requests for the Warnke building structure as follows:

- a. 46' setback variance from 253 ½ Ave. The building plan has not changed and the Warnkes are applying for the same setback variance of 46' as was applied for last year.
- b. 49' setback variance from OHWL of Lake Ann, which is the same as was applied for last year.

It is recommendation of the board that the variances be approved, provided they fall within the county guidelines.

Clerk Kimberly Maas presented the Warnke Application Encroachment / License Agreement to Township Easement for a septic line to go under 253 ½ Ave NW. Dan Berning noted that the existing septic system will be crushed and that the plan is for the septic to cross the road at a perpendicular angle. He also confirmed that there is a new septic design, which

differs from the design that was presented last year. The new design will need county approval. Mr. Berning will email a copy of the new design to Clerk Kimberly Mass to forward to the board. Mike Nielsen noted that the 2" supply line needs to be installed at a depth > 8' in a 4" HDPE conduit and that it be sleeved.

Clerk Kimberly Maas' recommendation is that the board approve the agreement contingent upon the final design approval by the township engineer and township attorney.

Motion/Second to approve the license agreement contingent upon final design approval by the township engineer and attorney by Adams/Hassett. All present supervisors approved. Motion Carried.

Geroux Construction Town Hall Quote

Supervisor Adams stated that he went into the crawl space and noted that there are three supports underneath the floor. The center support is bearing on the wall and the other two are not supporting anything. He presented a quote from Ken Geroux Construction to install flooring and support posts for the floor system, correct the ventilation chutes and install 10' of blown cellulose insulation in the main building attic. Supervisor Ellinger recommended that gusset plates be added to the quote.

Motion/Second to approve the supplied quote and ask for an addendum for the costs for the additional gusset plates by Ellinger/Hassett. All Present Supervisors approved. Motion carried.

Animal Control Contract

Clerk Kimberly-Maas presented the proposed animal control contract from North Metro Animal Care and Control as well as a copy of the expired agreement.

The proposed contract changes from North Metro includes veterinary and euthanasia expenses. Brenda would like confirmation from North Metro as to whether these are statutory expenses.

The 2020 / 2021 rate sheet was presented. The board confirmed that there have been no issues with the current supplier.

Treasurer Goldsmith's suggested that the township review the language of the contract and defer any decision to next month's meeting.

The board deferred and Treasurer Goldsmith and Deputy Clerk Weber will review the contract.

Call for Board of Audit Meeting

Clerk Kimberly-Maas requested that the board call for the board of audit meeting to be held on February 26th at the regular township meeting.

Motion/Second to call for the Board of Audit Meeting to be held at the regular meeting on February 26, 2020 by: Adams/Ellinger. All present supervisors approve. Motion carried.

Participation in 2020 Recycle Day

Clerk Kimberly-Maas asked the board if they want to participate in the 2020 recycle day. The grant amount to be received is up to \$6,352.

Motion/Second to participate on the 2020 Recycle day Ellinger/Hassett. All present supervisors approved. Motion carried.

PNP Election March 3, 2020 – Facility Maintenance

Clerk Kimberly-Maas requested that the board designate a person to oversee facility maintenance on March 3, 2020 for the Presidential Nominating Primary Election. Supervisor Adams volunteered to take care of facility maintenance on March 3, 2020.

Election Pay – Mileage

Clerk Kimberly-Maas informed the board that there is a Minnesota statute that mandates the township pay mileage and wages to judges who retrieve or return election materials. This would be for the judges (2) who return the ballots and supplies after the elections. Mileage reimbursement rate will be 57.5 cents per mile.

Roads

Mike Nielson reported that he had checked with Sherburne County to make sure that the county has placed requests for bids prior to WSB placing the request for bids for Orrock Township. He will place the request for bids ad in the Elk River Star News on or about February 9th and bids will be opened on March 4th. The request for bids will also be posted on the Qwest CDN online bidding portal.

Supervisor Updates / Committee Reports

Supervisor Ellinger reported that the Zimmerman Fire board is moving along with the prospect of a new fire hall / community building at a cost of \$4M. His estimate is that the new mortgage of 15-25 years will cost \$215,000 to \$250,000 per year. He stated that, based on what the township is currently paying for services, the township could be receiving a 30%-40% increase and feels that the board should be prepared for this possible increase. Any increase will affect the 2021 budget and levy. Paul's recommendation is to keep the fire levy at the current level. He also noted that a representative from another township in the fire district is budgeting for a \$100,000 increase in their fire budget. The finance committee will discuss the levy amount at their next meeting.

Supervisor Adams confirmed that he had discussed the post that is in the road right-of-way at 16786 239th Avenue with the homeowner and was told that they will remove the post in the spring, when the ground thaws. The board will follow up in spring.

It was confirmed that the septic tank was last pumped in 2013. Mike Nielson confirmed that, due to the volume of use, the township should not need to have the system pumped.

It was confirmed that the fire service map is on the website and that the Wi-Fi thermostat has been installed.

Deputy Clerk Weber reported that she had reviewed a couple of other options for online file sharing / storage and that her recommendation is to continue to review and evaluate Office 365 Government.

Supervisor Ellinger reminded that board that all renewing and recurring contracts are to be presented at the reorganization meeting in February.

Treasurer's Business

Claims Approval – Routine, Individual and Payroll

Claims and payroll were electronically sent to the Board for review and were available for public review during the meeting.

Routine Claims

There was one additional claim from Lewis Software for \$7.95 making the total claims amount \$61,755.31.

Motion/Second to approve routine claims as amended by: Ellinger/Hassett. In favor: Adams, Ellinger & Hassett.

Opposed: none. Abstained: None. Motion Prevailed.

Supplemental Claims

Treasurer Goldsmith presented a supplemental claim from Rod Earl in the amount of \$74.00 for 37 gopher feet.

Motion/Second to approve this supplemental claim by Adams/Hassett. All present approved. Motion carried.

Payroll Claims - January 2020

Treasurer Goldsmith presented the Board with the payroll claims for the month of January.

Motion/Second to approve payroll claims by: Adams/Hassett. All present supervisors approved. Motion carried.

Treasurer's Report

Town Funds balances as of December 31, 2019:

General Fund:	\$101,361.53	Road & Bridge:	\$829,694.17
Fire:	\$ 86,577.84	Capital Reserve:	\$195,373.68

The State Park first grant payment in the amount of \$513,521.30 was received –this fund is still in the negative. Once the second and final payments are completed, there will be some cushion in this fund.

All escrows are unchanged, except for Heritage Trails, which now has a zero balance.

Motion/Second to accept the Treasurer's Report date ending 12/31/2019 by: Ellinger/Adams Approved by: Adams, Ellinger and Hassett. Opposed: None. Abstained: None. Motion Carried.

Cash Control Statement

Treasurer Goldsmith presented the Board with the Cash Control statement. Ending cash balance after reconciling the books with the bank statements: \$1,352,554.81. This amount included 4M fund balance information and CDs.

Motion/Second to accept the December Cash Control Statement: Adams/Hassett. Approved by: Adams, Ellinger and Hassett. Opposed: None. Abstained: None. Motion carried.

Treasurer Action Items

Approval of WSB 2020 Rates

Treasurer Goldsmith presented WSB 2020 rates.

Motion/Second to approve the 2020 rates and to continue the contract with WSB by: Ellinger/Hassett. All present supervisors approved. Motion carried.

Budget Analysis and Discussion

The board agreed to have the budget analysis and discussion at the February meeting, when a full board is present.

Other Treasurer’s Business

Treasurer Goldsmith reported that January was a busy month for reporting due to year-end payroll, work comp and other reporting.

Treasurer Goldsmith informed the board that the Ace Solid Waste removal contract was terminated, the containers have been picked up and the budget amount has been decreased.

Treasurer Goldsmith stated that Brian Metzler escrow matter has been resolved. He also noted that the insurance company had originally classified the claim as a planning and zoning claim - with a \$1,000 deductible - and that he and Clerk Kimberly Maas worked with the insurance company to have it re-classified as statutory enforcement claim and that there would be no deductible.

Investment Update

Treasurer Goldsmith reported that February will be the next month to purchase the next CD’s.

Announcements

Daryl Waletzko informed the board that he has been discussing snow removal with Supervisors Adams and Silverberg. Due to the predicted warm weather, the board approved the scraping of the roads over the upcoming weekend.

Adjournment

Motion/Second to adjourn regular meeting by: Ellinger/Hassett. All present approved. Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday January 29, 2020 at 8:07PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Deputy Clerk

Accepted this 26th day of February 2020 by the Orrock Township Board of Supervisors.

Corrie Silverberg, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk