



Regular Meeting
Wednesday April 28, 2021 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday April 28, 2021 at the Orrock Town Hall, 26401 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Bryan Adams, Supervisors Janine Arnold, Paul Ellinger, Gregg Felber and Bob Hassett, Treasurer Gary Goldsmith and Clerk Chris Weber. Also, in attendance were Darryl Waletzko – Town Contractor, Town Engineer Mike Nielson and one audience member.

A quorum was present, the meeting was called to order by 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. In favor: Adams, Arnold, Ellinger, Hassett and Felber. Opposed: None. Abstained: None.

Motion prevailed, and the meeting proceeded in accordance with the agenda as presented.

Approval of Meeting Minutes

Motion/Second to approve the March Regular Meeting Minutes by: Hassett/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Motion/Second to approve the April LBoAE Meeting Minutes by: Hassett/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sheriff's Report

Sergeant Luke McLean was not able to be present due to an emergency call. He did report prior to the meeting that March 2021 calls were back to pre-covid levels. March 2020 had fewer calls due to COVID.

There was a personal injury accident on March 12th at the intersection of County Road 1 and County Road 4.

Open Forum

There were no open forum items.

Regular Business

David and Carolyn Larson SSTS License Agreement – Information

Clerk Weber reported that David and Carolyn Larson signed the SSTS License Agreement that the board approved at the October 2020 meeting, contingent upon the septic plan having a directional bore 8' deep. This contract and drawing have those requirements. This contract will be executed and recorded at Sherburne County.

Agreements Review

Clerk Weber presented the 2020 Handyman Contract for review and renewal along with a contract amendment increasing the rate for Darryl Waletzko, LLC to \$65 per hour. Darryl's rate has been \$45 per hour for the last 5 years. The hourly rate covers the services of two employees.

Motion/Second to approve the Handyman Contract Amendment amending the hourly rate to \$65 by: Adams/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Motion/Second to renew the 2020 Handyman Contract by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Clerk Weber presented the 2020 Dog Catcher Agreement for annual review. North Metro Animal Control has no issues with the current agreement. No action is needed.

Auditor RFP

Chris Weber told the board that the finance committee sent the RFP for Auditing Services to 6 auditing firms. Four firms responded to the RFP. The finance committee made the decision to engage in a contract with Schlenner Wenner, due primarily to their experience with township audits. The cost for the 2019 audit will be \$11,790 and the 2020 audit amount will be \$12,775.

Website Update Proposal

Clerk Weber presented a proposal for a new Orrock Township website. This site is through GoDaddy Websites and Marketing plan. The annual cost for the first year is \$95.88 paid annually, with the cost increasing to \$120 per year thereafter. The new website plan is more easily editable, has contact forms, drop-down navigation and is more user-friendly.

Supervisor Ellinger told that board that Clerk Weber had donated her time for the design of the website because it was not an assigned task, but a task she chose to do. Supervisor Ellinger's opinion was that Clerk Weber should be reimbursed for her website design time.

Motion/Second to pay Chris Weber for 20 hours of website design time by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Motion/Second to approve the new website by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Local Resident Community Services Request

Clerk Weber presented a request from a local resident to perform community service for the township. After some discussion, the board chose to decline the offer.

Roads

2021 Road Tour

Chair Adams presented the 2021 Road Tour Report. Darryl Waletzko has completed the road grading and the shouldering repair. Bryan stated that the township will be starting over with tree trimming that had been completed in the past and that Bob and he will take a tour to confirm what trees need to be trimmed. Bryan also noted that trees on the main road through Ann Lake and on the main road through Eagle Lake will need to be trimmed. There are 9 potholes that should be patched. In 2020 Erickson Asphalt charged \$50 per pothole and Erickson Asphalt told Bryan that they would charge the same price this year. There are a significant number of large cracks across the roads in Woods of Eagle Lake. Last year the township patched one crack on those roads and Bryan recommended that the township patch the remaining cracks. He also noted that next year that road will need to be seal coated. Erickson Asphalt can do the crack and pothole patching.

Motion/Second to spend up to \$12,000 for Crack/Pothole patching by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Motion/Second to spend up to \$5,000 for Shouldering Repair by: Adams/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Shores of Eagle Lake Crack Fill/Chip Seal - Information

Chair Adams told the board that Kevin Clark from JP Brooks reached out to him for information regarding crack filling and chip sealing of the roads within the Shores of Eagle Lake development. Mike Nielson, Township Engineer, presented a proposal for engineering services for the Shores of Eagle Lake Crack Fill and Chip Seal Project to Kevin Clark of JP Brooks Builders. JP Brooks is financially responsible for any road repairs that are completed within that development. JP Brooks signed a contract with WSB and will be completing the improvement project.

Supervisor Updates / Committee Reports

Supervisor Felber told the board that Zimmerman Livonia Fire Department has moved into the new facility and are using the entertainment center. Gregg also reported that Big Lake Fire Department is purchasing another grass rig for fighting grass fires.

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

Treasurer Goldsmith presented the board with routine claims in the amount of \$9,995.52.

Motion/Second to approve routine claims in the amount of \$9,995.52 by: Arnold/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

These claims will be retained as a part of the Official Minutes, which are available in the Clerk’s Office.

March Disbursements Not Paid through the Claims Process

Treasurer Goldsmith presented a memo for a March disbursement for the safe deposit box at Sherburne State Bank that was deducted from the checking account after the March claims approval. This memo is attached to the minutes.

Payroll Claims – April 2021

Treasurer Goldsmith presented the Board with the payroll claims in the amount of \$3,238.41 for the month of April.

Motion/Second to approve the April payroll claims in the amount of \$3,238.41 by: Adams/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

These payroll claims will be retained as a part of the Official Minutes, which are available in the Clerk’s Office.

Cash Control Statement

Treasurer Goldsmith presented the Board with the Cash Control statement. Ending cash balance after reconciling the books with the bank statements: \$ 1,378,400.67. This amount included 4M fund balance.

Motion/Second to accept the March Cash Control Statement by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Financial Reports are retained as part of the Official Minutes, which are available in the Clerk’s Office.

Investment Update

Treasurer Goldsmith reported that interest rates have continued to drop. The Sherburne State Bank Checking is earning 0.30%, one CD is earning 0.45%, one CD is earning 0.25%, one CD is earning 0.20% and the 4M fund is earning 0.02%.

Treasurer’s Report

Town Funds balances as of March 31, 2021:

General Fund:	\$102,096.36	Road & Bridge:	\$838,214.50
Fire:	\$ 24,708.95	Capital Reserve:	\$191,125.52
Driveway Escrows:	\$ 34,000.00		

All escrows are unchanged.

Motion/Second to accept the Treasurer’s Report date ending 03/31/2021 by: Hassett/Arnold. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Announcements

Clerk Weber Announced:

- Recycle Day – Saturday, May 15th from 8AM to 1PM at the Town of Big Lake Maintenance Building
- Recycle Day Volunteer Meeting – Thursday, May 13th – 4:30PM at Big Lake Township Hall
- May Board Meeting – Wednesday, May 26th – 7PM at Orrock Town Hall

Adjournment

Motion/Second to adjourn the regular meeting by: Hassett/Ellinger. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly on Wednesday April 28, 2021 at 7:48PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 26th day of May 2021 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk