

Regular Meeting
Wednesday July 28 2021 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday July 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 and Bob Hassett, Treasurer Gary Goldsmith and Clerk Chris Weber. Also, in attendance were Town Engineer Kevin Kruger, Josh Pomerleau from JP Brooks, Bruce Messelt - Sherburne County Administrator, Patriot News and one audience member. Attending via WebEx were Supervisor Gregg Felber 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: Hassett/Arnold. 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 June Regular Meeting Minutes by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sheriff's Report

Sergeant Luke McLean reported that there were 85 traffic complaints in June 2021. He reported that there are still a significant amount of traffic stops on 233rd Avenue and that most people that are stopped are new to the road. Sergeant McLean suggested that the township install a 30MPH speed limit sign on the east end of the road heading westbound. Darryl Waletzko asked if it would make sense to install the speed limit sign on the straightaway prior to entering the curves near the horse camp and that location was confirmed by Sergeant McLean. Items were stolen from two jobsites (238th Avenue and 187th Streets) and the department is patrolling those areas. A careless driving citation was issued to a driver for doing donuts on a road during daytime hours.

Open Forum

There were no open forum items.

Regular Business

Ann Karspeck Septic Variance Request

Clerk Weber presented a septic variance request from Ann Karspeck for her property at 23519 189th Street NW, Big Lake, MN. Ann is requesting a 9' variance in setback from the side property line for a septic system upgrade. The required setback from the side property line is 10'. The old septic drain field will need to be excavated. The property is very small. A type 3 deviation system will be installed. Supervisor Adams' initial concern was that the septic is being installed 1' from the property line and then encumbering the neighboring property if they needed to add a well. Bryan

discussed the variance with Mitch Glines at Sherburne County Planning and Zoning and Planning and Zoning has no issues with the variance. Both neighbors are aware of the septic system upgrade request.

The board recommended approval of this variance_request. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Jennifer Morrison Request for Use Town Hall on a Weekly Basis

Clerk Weber presented request from Jennifer Morrison to use the town hall on a weekly basis for a “Hopes of North” recovery program.

Jennifer Morrison introduced herself to the board. Jennifer is on staff at a treatment center called The Retreat in Wayzata. She feels that there is a need for a group in the area and is looking for a location to hold the meetings. In the beginning stage, there may be 3-5 people attending and she hopes to grow the group. Jennifer hopes to have the group up and running by October.

Motion/Second to approve the weekly use of town hall by Jennifer Morrison with a \$300 security deposit by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Bruce Messelt – Sherburne County Administrator Presentation

Bruce Messelt, Sherburne County Administrator shared a presentation on Sherburne County 2020 activities with the board. The primary note was that elections presented a lot of challenges for the county. Over half of the ballots that were cast in Sherburne County were by absentee ballot. He explained the absentee ballot process to the board. The county is preparing for the next election and will be purchasing additional scanning equipment to handle the large number of absentee ballots. Sherburne County is still one of the fastest growing counties in the state with a growth rate since 2010 of 9.8%. 2020 was a banner year for new construction with 455 Sherburne County township new home permits issued. 2020 new construction countywide was \$160,650,000. Residential home values have increased by approximately 5.65%. 52% of county residents commute over ½ hour to work and the county is trying to create jobs in Sherburne County. The county’s 2021 budget is \$103,067,288 and the primary revenue sources are the county levy, state and federal grants and reimbursements. The primary expenditure areas are public works, public safety, health and human services and youth services. For every dollar that is collected in property taxes, 39 cents goes to county services. The ten-year average property levy increase was 2.08% The tax rate continues to decrease with an average annual decrease for the last eight years of 1.9%. The recent surge in home sales and prices is causing property values to increase. The county recently launched a platform called OpenGOV in which a party can drill down into the finance of the county. The county has made broadband a 2021 priority and has recently completed a Broadband Market Survey. The county secured funding for the Becker Business Park Infrastructure and the TH 169 & CSAH 4 interchange in Zimmerman. Through the CARES Act the county was able to provide grants to local businesses, non-profits and schools with the Big Lake area receiving \$1,721,113 in grants and the Zimmerman area receiving \$468,720 in grants. The county’s American Rescue Plan preliminary utilization plan is for broadband service & business/non-profit relief, housing assistance, community public health, County COVID-19 expense, other expenses and revenue loss. The Sherburne County Economic Development Authority has launched Entrepreneur Lab, a source for business and professional development.

The Sherburne County presentation will be retained as part of the office minutes and is available at the Clerk’s office.

American Rescue Plan Funds

Clerk Weber told the board that the ARPA funds have been applied for. The first half payment in the amount of \$199,094.73 was received on July 26th. The total funds that the township will receive is \$398,189.46. The second payment will arrive in 2022. American Rescue Plan funds can be used for building improvements to mitigate the spread of COVID-19. Treasury guidance allows for expansion or modification of facilities – if it allows for distancing among the people in the building. The township can also use the funds for broadband expansion, however the MIDCO current and future expansions covers most of Orrock Township. By using the ARPA funds for the town hall expansion, it would save Orrock Township taxpayers money, because the town hall will need to be expanded at some point. Chair Adams

volunteered to draw up some beginning floor plans to get ideas on paper. After discussion, the board decided that a committee should be formed to research and plan the possible use of ARPA funds for a town hall expansion.

Motion/Second to form a town hall expansion committee and have supervisors submit ideas to the committee by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

Chair Adams appointed Supervisors Adams and Ellinger, Treasurer Goldsmith and Clerk Weber to the town hall expansion committee. Supervisors should forward any ideas that they have to the clerk.

Irrigation System

Clerk Weber asked if the board wanted to move forward with replacing the irrigation system. Darryl Waletzko quoted \$2,100 for replacement of the irrigation system. The board chose to put the irrigation system on hold, due to the exploration of the expansion of town hall.

Mississippi River St. Cloud One Watershed One Plan (1W1P)

Clerk Weber presented a letter from Sherburne SWCD regarding the new Mississippi River St. Cloud One Watershed One Plan, a partnership between the counties and SWCDs of Stearns, Meeker, Sherburne, Benton and Mille Lacs, as well as the Clearwater River Watershed District. SWCD is asking if the township would want to identify an Orrock Township representative to the stakeholder planning committee. Gregg Felber volunteered to serve as the Orrock Township representative to the Mississippi River 1W1P.

SCAT Meeting Recap

Clerk Weber reported that county is phasing out mass vaccination clinics and that the Sherburne County local public health emergency has ended. MIDCO received a RDOF (Rural Digital Opportunity Fund) grant to add to the existing broadband in Sherburne County. Those projects will be completed in 2022 and 2023. These projects are in addition to the MIDCO expansion that was just completed. Town Hall is included in this expansion. Nancy Riddle, Planning and Zoning Administrator, is retiring.

Roads

Shores of Eagle Lake Agreement Providing for the Acceptance of Roads in Shores of Eagle Lake and Shores of Eagle Lake Second Addition

Treasurer Goldsmith presented a Shores of Eagle Lake Agreement Providing for the Acceptance of Roads in Shores of Eagle Lake and Shores of Eagle Lake Second Addition. He reported that all parties to the agreement are in acceptance of the agreement. Josh Pomerleau from JP Brooks stated that JP Brooks owns 78 of the 91 lots, therefore has control of the Homeowners' Association. He also that they are very motivated to make the development work for the homeowners. Upon execution of the contract, JP Brooks plans to move forward with the chip seal project this fall.

Supervisor Ellinger thanked Treasurer Goldsmith for the time that he put into drafting the agreement.

Motion/Second that the Board of Supervisors of Orrock Township accepts and agrees to the Agreement Providing for the Acceptance of Roads in Shores of Eagle Lake and Shores of Eagle Lake Second Addition presented at the meeting of the Board of Supervisors on July 28, 2021 and authorizes and directs the Chair to execute the agreement on behalf of the township by: Hassett/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

2021 Road Projects Pay Voucher 1

Kevin Clark presented the 2021 Road Project Pay Voucher 1 to the board. The project came in approximately \$50,000 less than the budget. Kevin Krueger will inspect the shouldering in the road improvement area.

Supervisor Updates / Committee Reports

Supervisor Adams reported that an emergency road repair was completed on 245th Avenue.

Bryan also told the board that the Sherburne County Board of Commissioners chose to delay acting on the proposed amendments to the Sherburne County Zoning Ordinance related to Board of Adjustment and Parking Regulations

for Residentially Platted lots. The parking regulations amendment is going back to the planning commission on August 19, 2021.

Supervisor Ellinger - None

Supervisor Arnold - None

Supervisor Felber reported that Big Lake Fire Department is selling a water tank apparatus.

Supervisor Hassett - None

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 \$32,927.43.

Motion/Second to approve routine claims in the amount of \$32,927.43 by: Ellinger/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.

Supplemental Claim

Treasurer Goldsmith presented the board with supplemental claims in the amount of \$403,699.44, which includes the 2021 Road Project Pay Voucher 1 in the amount of \$385,408.62.

Motion/Second to approve supplemental claims in the amount of \$403,699.44 by: Adams/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.

June Disbursements Not Paid Through the Claims Process

Treasurer Goldsmith presented a memo for June disbursements that were not paid through the claims process. There was one transaction that occurred in June, 2021, for payment to the US Postal Service, in the amount of \$4.15. The claim was for mailing a certified letter to a citizen. This disbursement occurred after approval of the June routine claims. No motion is needed as the township adopted a credit policy authorizing automatic approval of such claims

This disbursement will be retained as a part of the Official Minutes, which are available in the Clerk's Office and are attached to the minutes.

Payroll Claims – July 2021

Treasurer Goldsmith presented the Board with the payroll claims in the amount of \$3,274.03 for the month of July.

Motion/Second to approve the July payroll claims in the amount of \$3,274.03 by: Arnold/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: \$ 1,623,191.75. This amount included 4M fund balance. By state statute the bank must pledge cash-type securities to guarantee all the funds that the township has on deposit with the bank.

Motion/Second to accept the June 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

The Sherburne State Bank Checking is earning 0.30%, all CDs are earning 0.20%, and the 4M fund is earning 0.01%. Gary will be meeting with the bank to see if the township can get a better rate on a longer-term CD.

Treasurer's Report

Town Funds balances as of June 30, 2021:

General Fund:	\$112,465.16	Road & Bridge:	\$1,098,456.72
Fire:	\$11,902.30	Capital Reserve:	\$191,125.52
Driveway Escrows:	\$ 46,000.00		
Shores of Eagle Lake Escrow: \$87,646.07. All remaining escrows are unchanged.			

Motion/Second to accept the Treasurer's Report date ending 06/30/2021 by: Adams/Arnold. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Motion Directing the Treasurer to Adjust the Balance in the Shores of Eagle Lake Escrow Fund

Treasurer Goldsmith requested a board motion correcting the Shores of Eagle Lake escrow balance to \$79,063.66.

Motion/Second that, based on the audit of the escrow account maintained for development of the roads on Shores of Eagle Lake plats, the Township Treasurer is authorized and directed to reduce the escrow amount stated in the Township's accounting system by \$8,582.41. The treasurer is further authorized and directed to account for the aforementioned reduction by increasing the Town's Capital Fund by the same amount by: Arnold/Ellinger. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed

Announcements

Clerk Weber Announced:

- August Board Meeting – Wednesday, August 25th @ 7PM – Orrock Town Hall
- MAT District 7 Meeting – Thursday, August 12th @ 7PM – Silver Creek Township and via ZOOM
- MAT Annual Conference – September 9th-11th, held virtually on Zoom
- SWCD Tour of Conservation Practices – Tuesday, September 14th – Time TBA
- 12th Annual Township Legal Seminar – Couri & Ruppe, Thursday, September 16th @ 9AM – Albertville City Hall

Adjournment

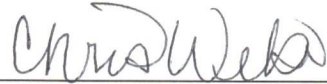
Motion/Second to adjourn the regular meeting by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly on Wednesday July 28, 2021 at 8:52PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this **25th** day of August 2021 by the Orrock Township Board of Supervisors.



Bryan Adams, Chair

Attest: 

Chris Weber, Town Clerk