



Regular Meeting  
Wednesday December 22, 2021 - 7:00PM

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The Orrock Township Board met in regular session, on Wednesday December 22, 2021 at the Orrock Town Hall, 26401 180th St. NW, Big Lake, Minnesota.

In attendance were Supervisors Janine Arnold, Paul Ellinger, Bob Hassett and Gregg Felber, Treasurer Gary Goldsmith and Clerk Weber. Also, in attendance were Sherburne County Sergeant Andy Ochs, Town Engineer Kevin Kruger, two audience members, and the Patriot News. Absent was Chair Adams.

A quorum was present, the meeting was called to order by Vice-Chair Paul Ellinger, 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: Arnold, Felber. In favor: Arnold, Ellinger, Felber and Hassett. 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 November Regular Meeting Minutes by: Felber/Hassett. In favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

#### **Sheriff's Report**

Sergeant Andy Ochs reported that there were 77 traffic stops in November 2021. He stated that there were no unusual occurrences in November. He reported that the amount of traffic stops was a little higher than other townships.

#### **Open Forum**

There were no open forum items.

#### **Regular Business**

##### **2019 and 2020 Audit Report Presentation – Schlenner Wenner**

Molly Thompson from Schlenner Wenner presented the 2019 and 2020 audit reports to the board. Molly explained the auditing process to the board and reported on the audit findings. She told the board that the audit went smoothly, they had a positive working relationship with management and nothing unusual was noted in terms of recorded transactions or accounting policies/treatments. A full copy of the audit report is available at town hall.

Motion/Second to accept the 2019 and 2020 audits as presented by: Arnold/Felber. In favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

##### **Consideration of 2021, 2022 and 2023 Audit Arrangement Letter with Schlenner Wenner**

Clerk Weber presented a 2021, 2022 and 2023 Schlenner Wenner Audit Arrangement Letter for consideration by the board. The estimated audit fees are \$14,500 for 2021, \$15,035 for 2022 and \$16,085 for 2023.

Motion/Second to approve the 2021, 2022 and 2023 Audit Engagement Letter by: Arnold/Hassett. In favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Mark and Kim Kurtz Request for Road, Read and Side Setback Variances for an Addition to Existing House

Mark and Kim Kurtz are requesting a 1' variance in setback from their side property line, a 35' variance in setback from the right of way of 233<sup>rd</sup> Ave NW and an 8' variance in setback from the rear property line for an additional to their existing house.

Mark Kurtz told the board that the house was purchased with the intent of the house being a cabin. They sold their house in Andover and moved to this house full time. They are just under the allowed impervious surface area. Zach Guttormson met the Kurtz' onsite to confirm the impervious surface calculations. The addition will not create any water run-off issues.

The board recommended approval of the variance requests, provided all county requirements are met, including the impervious surface limit. The clerk will send the comments to Sherburne County Planning and Zoning.

Orrock Town Hall Expansion Updates

Orrock Township Request for Road, North and East Setback Variances for an Addition to the Existing Town Hall

Orrock Township is requesting a 40' variance in setback from the right of way of 180<sup>th</sup> Street, NW, a 20' variance from the East property line and a 60' variance from the north property line for an addition to the existing town hall building.

The board recommended approval of the variance requests. The clerk will send the comments to Sherburne County Planning and Zoning.

Orrock Township Request for Conditional Use Permit

Clerk Weber told the board that the township is required to apply for a Conditional Use Permit for Permanent Government Structure. The township lot is zoned General Rural District with the purpose of a General Rural District to provide locations for agriculture, agriculturally related development, and housing on lots without public sewer or water services. The land may be used for permanent government structure upon issuance of a Conditional Use Permit.

Motion/Second to apply for the Conditional Use Permit by: Hassett/Arnold. In favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Septic Repair Update

Clerk Weber told the board that, for the Orrock Township variances and Conditional Use Permits to be considered, the township must submit a septic design and apply for a septic repair permit. The clerk received three quotes for septic design, one of which was from Custom Septic Inc. , who completed septic compliance check. Because all quotes were similar in price, the board thought it would be best to have Custom Septic Design complete the septic design and repairs, as they are familiar with the existing septic.

Motion/Second to approve the estimate for design from Custom Septic Inc. by: Felber/Arnold. In favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sherburne County Broadband Grant Program

Clerk Weber informed the board that Supervisors Ellinger and Arnold, and she had previously met with Dan Weber, Assistant Sherburne County Administrator and Melissa Wolf, from Midco to discuss the gaps in broadband coverage in Orrock Township. They had identified gaps in coverage and the intent was that Midco would apply for a broadband grant through Sherburne County. At that time, Midco had proposed that ARPA funding (split between the county and Orrock Township) fund 43% of the proposed broadband project. Dan Weber called Clerk Weber on December 14<sup>th</sup> and informed her that Midco will be financing the entire project in Orrock Township, and no funds will need to be contributed to the project by Orrock Township.

### Acceptance of Shores of Eagle Lake Roads

Treasurer Goldsmith told the board that all items that were required for the township to accept the roads in Shores of Eagle Lake have been completed. He recommended the board adopt Resolution No. 2021-08 Resolution Accepting Platted Road for Maintenance by the Township.

Motion/Second to adopt Resolution 2021-08 Accepting the Platted Road in Shores of Eagle Lake for Maintenance by the Township by: Arnold/Felber. In favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Clerk Weber will follow up with Kevin Clark about removal of the private road signs. There was clarification made on who is responsible for the maintenance and repair of the curb and gutter. At the November meeting, it was said that the Homeowner's Association is responsible for the maintenance and repair of the curb and gutter. Upon review of the Shores of Eagle Lake Agreement Providing for the Acceptance of Roads, it was confirmed that the township is responsible for the maintenance and repair of the curb and gutter, as those are in the right-of-way easement.

### Call for Local Board of Appeal and Equalization Meeting

Clerk Weber asked the board to call for the Local Board of Appeal and Equalization meeting to be held on Wednesday, April 6, 2022 at 4PM.

Motion/Second to call for the Local Board of Appeal and Equalization meeting on Wednesday, April 6, 2022 at 4PM by: Felber/Hassett. In favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

### Roads

#### Foster Septic Repair / Encroachment Agreement

Clerk Weber told the board that Mr. Foster paid the Road Repair Escrow and the Encroachment Agreement Application fees.

#### Boat Parked over Catch Basin – 232<sup>nd</sup> Ave NW (Eagle Lake Point)

Clerk Weber told the board that there is a boat parked over a catch basin at 232<sup>nd</sup> Ave NW on Eagle Lake Point. The clerk will send a letter to the homeowner requesting that they park the boat away from the catch basin.

#### Fence in Road Right-of-Way – 23223 146<sup>th</sup> Street NW

Clerk Weber told the board that there is a fence, garden and other debris in the road right-of-way at 23223 146<sup>th</sup> Street NW. Darryl Waletzko had told her that this creates issues when plowing snow. This has been an ongoing issue at this property. After discussion, the board determined that a letter should be sent to the resident.

Motion/Second to have the clerk send a letter to the resident requesting removal of the fence and other debris from the right-of-way by May 1, 2022 by: Arnold/Felber. In favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

### Supervisor Updates / Committee Reports

Supervisor Arnold - None  
Supervisor Ellinger - None  
Supervisor Felber - None  
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 \$106,319.69.

Motion/Second to approve routine claims in the amount of \$106,319.69 by: Arnold/Felber. In favor: 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.*

Treasurer Goldsmith presented the board with a supplemental claim in the amount of \$496.00. The claim is for Orrock Township’s Conditional Use Permit application.

Motion/Second to approve supplemental claim in the amount of \$496.00 by: Felber/Hassett. In favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

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

Payroll Claims – November 2021

Treasurer Goldsmith presented the Board with the payroll claims in the amount of \$2,641.79 for the month of December.

Motion/Second to approve the December payroll claims in the amount of \$2,641.79 by: Arnold/Felber. In favor: 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: \$1,465,190.28. He told the board that the next CD is up for renewal and he will move that CD into the Money Market account.

Motion/Second to accept the November Cash Control Statement by: Hassett/Felber. In favor: 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%, the money market account is earning 0.40% and the 4M fund is earning 0.01

Treasurer’s Report

Town Funds balances as of November 30, 2021:

General Fund:	\$100,049.26	Road & Bridge:	\$765,058.46
Fire:	\$35,603.70	Capital Reserve:	\$199,707.93
ARPA Fund:	\$204,256.53		
Driveway Escrows:	\$ 15,000.00		
Shores of Eagle Lake Escrow:	\$76,849.76		

Motion/Second to accept the Treasurer’s Report date ending 11/30/2021 by: Arnold/Hassett. Approved by: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

*The Treasurer’s Report will be retained as a part of the Official Minutes, which are available in the Clerk’s Office and are attached to the minutes.*

Announcements

Clerk Weber Announced:

- January Board Meeting/ Reorganizational Meeting – Wednesday, January 26<sup>th</sup> @ 7PM – Orrock Town Hall
- Joint Community Meeting – Thursday, January 20<sup>th</sup> @ 6PM – Big Lake City Council Chambers

**Adjournment**

Motion/Second to adjourn the regular meeting by: Felber/Hassett. In favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly on Wednesday December 22<sup>nd</sup>, 2021 at 8:24PM.

Respectfully Submitted,  
Chris Weber  
Town of Orrock, Clerk

Accepted this 26<sup>th</sup> day of January 2022 by the Orrock Township Board of Supervisors.

\_\_\_\_\_  
Bryan Adams, Chair

Attest: \_\_\_\_\_  
Chris Weber, Town Clerk