



Regular Meeting and Board of Audit
Wednesday February 23, 2022 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday February 23, 2022 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, Bob Hassett and Treasurer Gary Goldsmith and Clerk Chris Weber. Also, in attendance were Darryl Waletzko – Town Contractor, Town Engineer Kevin Kruger, Sergeant Luke McLean and eight audience members.

A quorum was present, the meeting was called to order by Chair Bryan Adams, at 7:02PM and the Pledge of Allegiance to the United States of America was recited.

Meeting Agenda Approval

Motion/Second to accept the presented agenda by: Felber/Hassett. In favor: Adams, 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 January Regular and Reorganizational 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 74 traffic stops in Orrock Township in January of 2022, compared to 58 traffic stops in January of 2021. January was a quiet month. In the last 3-4 weeks there have been less COVID medicals. There was vehicle traffic driving down into the cemetery during a snowstorm.

Open Forum

There were no open forum items.

Regular Business

Clint Christianson – Request for Septic Variance in Road Setback and OHWL Setback

Clint Christianson is requesting an 8' variance in setback to the centerline of County Road 15 (required setback is 10') and a 66' variance in setback from the OHWL of Ann Lake (required setback is 100') to install a new septic system. Zach from Steinbrecher Companies told the board that the existing system is failing and non-compliant. There are lot constraints that limit where the septic can be installed.

The board recommended approval of the variance requests. Clerk Weber will send the comments to the county.

Clint Christianson – Request for Variance in Road Setback and OWHL Setback

Clint Christianson is requesting a 63' variance in setback to the centerline of County Road 15 (required setback is 130') and a 69' variance in setback from the OHWL of Ann Lake (required setback is 100') to build a new house on the existing foundation with an expanded garage and front porch. Clint Christianson told the board that the existing house will be moved off the foundation and a new house will be built on the existing foundation with an expanded garage.

The board recommended approval of the variance requests. Clerk Weber will send the comments to the county.

Pine Crest Estates West Preliminary Plat Application – Discuss/Action

Sand Dune Properties MN, LLC is requesting a preliminary residential standard plat of "Pine Crest Estates West". The plat is south of County Road 4 and east of 180th Street NW. Seth Monroe, the developer's engineer, told the board that the property is approximately 71.23 acres with 23 lots planned in the plat. They have worked with the county engineer on a new access point on County Road 4 and with county staff on the property layout. The developers have received positive comments from the county.

Chair Adams asked the board if they would want to pursue using park dedication fees that are held at the county for building a park within the development. The board will research the use of park dedication fees for possible future uses, not necessarily within this development.

The board recommended approval of the Pine Crest Estates West preliminary plat. Clerk Weber will send the comments to the county.

Pine Crest Estates West – 180th Street NW Gravel Road – Discuss/Action

Chair Adams asked the board if they want to blacktop 180th Street NW, which is a gravel road to the east of the Pine Crest Estates proposed development. The estimated cost to pave the road is \$46,000. Sherburne County will be able to add this to their project on County Road 4. Kevin Kruger will provide the plan sheets for 180th Street NW to the county and the county will add it to their bid package. After some discussion, the board agreed that there should be a cost-share for paving 180th Street NW.

Motion/Second to blacktop 180th Street NW to the end of the proposed development's 262nd Ave. NW by: Hassett/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Motion/Second to accept the Sand Dune Properties MN, LLC written cost share offer of \$10,000 to pave 180th Street NW and have it written in the developer's agreement by: Felber/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Dog Catcher – North Metro Animal Control is Discontinuing Services in Orrock Township – Discuss/Action

Clerk Weber told the board that North Metro Animal Care and Control will no longer be providing services in Sherburne County due to on-going staffing challenges. Monticello Animal Control can provide services to the township Monday through Friday from 8am to 5pm with no evening or weekend pick up. There is a yearly contract fee of \$250.00. If an owner does not pick up a stray the township would be charged a \$55 pick-up fee and \$180 7-day after stray hold fee.

Motion/Second to enter an animal control contract with Monticello Animal Control by Felber/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Town Hall Expansion – Update

Clerk Weber told the board that the three setback variances were approved at the February 10th Board of Adjustment meeting. The building committee will be meeting with the architect and mechanical consultants.

Clerk Weber informed the board that Midco Business will be able to bring high-speed fiber internet to the town hall. She would like to coordinate the installation of the internet and phone with the building expansion.

Motion/Second to allow the clerk to enter an internet/phone contract with Midco Business by: Hassett/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

2022 Recycle Day Participation Agreement

Clerk Weber told the board that the 2022 Recycle Day Grant has been applied for and the township needs to sign the 2022 Recycle Day Participation Agreement with Big Lake Township.

Motion/Second to enter into the agreement to participate in the 2022 Joint Recycle Day by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sherburne County Building and Estimated Population Report

Clerk Weber presented the Sherburne County Building and Estimated Population Report. There were 32 homes built in Orrock Township in 2021 and the 2021 estimated population is 3,936. The new home permits issued were valued at \$7,133,000. All other building permits had a value that totaled \$604,000. The township has a total of 3,670 platted acres and 19,544 unplatted acres. Orrock Township has a total of 16% platted acres.

Roads

2022 Road Projects - Review

Kevin Kruger told the board that the road projects have been advertised for bids and will be ready for board approval at the March meeting.

Tree Trimming Update

Chair Adams told the board that the tree trimmer completed the job on Friday, February 18th, however there is some clean up work to be completed. The tree trimming contract called for job completion by February 15th and the job is not yet completed, therefore the contractor missed the contract’s stated deadline.

Supervisor Updates / Committee Reports

Supervisor Adams told the board that JP Brooks is concerned about a 5-ton weight limit on the roads in Shores of Eagle Lake development. Kevin Kruger reported that the road plans showed that Shores of Eagle Lake roads were built to a 7-ton weight limit.

Motion/Second to raise the axle weight limits in Shores of Eagle Lake to 7-ton by: Adams/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

- Supervisor Arnold - None
- Supervisor Ellinger - None
- Supervisor Felber reported that BLFD is hiring firefighters.
- 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 \$48,342.40.

Motion/Second to approve routine claims in the amount of \$48,342.40 by: Ellinger/Arnold. 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.

Report of January Disbursements Not Paid Through Claims

Treasurer Goldsmith presented a memo and documentation regarding two credit card transactions that occurred in January, both related to fees for electronic filing of the Town’s federal tax return. These disbursements occurred after the approval of January routine claims and did not go through routine claims. The total amount of these disbursements is \$39.16. No motion is needed as the township adopted a credit policy authorizing automatic approval of these claims.

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

Memo Clarifying January Meeting Claims Reports

Treasurer Goldsmith presented an informational memo clarifying the January meeting claims report. The claims package approvals shows a claim to Lewis Software in both the original and supplemental claims reports, resulting in the \$10.50 claim being approved twice, but not paid twice.

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

Payroll Claims – February 2022

Treasurer Goldsmith presented the Board with the payroll claims in the amount of \$2,510.89 for the month of February.

Motion/Second to approve the February payroll claims in the amount of \$2,510.89 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: \$ 1,789,520.62. This amount included 4M fund balance.

Motion/Second to accept the January Cash Control Statement by: Hassett/Adams. 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 0.21%, the CD is earning 0.15%, the money market account is earning 0.31% and the 4M fund is earning 0.01%.

Treasurer’s Report

Town Funds balances as of January 31, 2022:

General Fund:	\$104,177.02	Road & Bridge:	\$ 1,071,892.79
Fire:	\$ 57,884.87	Capital Reserve:	\$ 199,707.93
ARPA Fund:	\$185,910.53	Driveway Escrows:	\$ 18,000.00
SOEL Escrow:	\$ 25,905.41		

All escrows are unchanged.

Motion/Second to accept the Treasurer’s Report date ending 01/31/2022 by: Arnold/Hassett. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

2022 Budget Analysis and Discussion

Treasurer Goldsmith presented the proposed 2022 budget framework as follows and noted that they are non-binding:

General Fund – Proposed revenue budget is \$98,600 with the levy revenue amount of \$88,000 . The proposed expenditure budget is \$114,650.

Fire Fund – Proposed revenue budget is \$150,000 and the proposed expenditure budget is \$145,100.

Road and Bridge – Proposed revenue budget is \$819,500, with a levy revenue amount of \$770,000, and the proposed expenditure budget is \$914,391. The finance committee budgeted \$65,000 for snow plowing, \$648,251 for road projects and \$52,540 for road projects engineering.

Motion/Second to adopt the proposed 2022 budget by: Ellinger/Felber. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

2023 Levy Recommendation

Treasurer Goldsmith presented an Orrock Township Levy Analysis by fund for years 2015-2022 along with the proposed amounts for 2023. The finance and road and bridge committees are proposing a levy of \$1,080,000, an overall levy increase of 7.1% from 2022. Based on the increase in the township’s tax base, if property values stayed the same, a homeowner’s property tax would decrease 4.3%, however property tax values will most likely increase.

Treasurer Goldsmith then presented an Orrock Township Property Value and Tax Analysis for 2015-2023. The levies are actual amounts for years 2015-2022.

The proposed 2023 levy by fund are as follows:

General Fund:	\$120,000
Fire Fund:	\$160,000
<u>Road & Bridge Fund:</u>	<u>\$800,000</u>
TOTAL:	\$1,080,000

Motion/Second to approve the 2023 recommended levy amounts for presentation at the annual meeting by: Adams/Hassett. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Board of Audit

Treasurer Goldsmith explained that the Board is now sitting as auditors of the town’s records of 2021. He noted that the Treasurer performs the bank reconciliation monthly and the Board reviews/audits all receipts, disbursements and the bank statements each month. Gary printed out a report of receipts within CTAS and Clerk Weber confirmed those receipts match the receipts in the Clerk’s receipt book. Gary had also received reports from the County of all payments made to the town from those agencies. He matched those payments against reports generated from the Town’s accounting software, CTAS. Seated as the Board of Audit, from the registers, the board will choose three random receipts and disbursements to review individually, on the receipts register or disbursements register and on the bank statements.

The Board chose three (3) receipts for review:

- # 527452 paid to the town by the State of Minnesota - \$623.21
- #07032022 paid to the town by – State of Minnesota - \$199,094.73
- #07302021-2 paid to the town by– Sherburne State Bank - \$0.33

All three were verified to be accurate.

The Board chose three (3) disbursements for review:

- # ACH609202 paid to Amazon - \$27.51
- #11248 paid to WSB – \$2,114.00
- # 11350 Darryl Waletzko – \$4,800.00

All three were verified to be accurate.

The clerk will record the items audited and keep the record on file.

The board had previously reviewed the 2021 receipts and disbursements registers and confirmed the 12/31/2021 cash balances.

Announcements

Clerk Weber Announced:

- Annual Meeting – Tuesday March 8th Commences @ 7PM, Town Hall
- March Board Meeting – Wednesday, March 23rd @ 7PM
- Local Board of Appeal and Equalization – Wednesday, April 6th @4PM, Town Hall
- MAT Training Courses – Online week of March 14th
- The Adopt-a-Storm Drain website is “live”

Adjournment

Motion/Second to adjourn the regular and board of audit meeting by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly and Board of Audit Meeting, on Wednesday February 23, 2022 at 8:37PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 23rd day of March 2022 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk