



Regular Meeting
Wednesday May 25, 2022 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday May 25, 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 and Bob Hassett, Treasurer Gary Goldsmith and Clerk Chris Weber. Also, in attendance were Darryl Waletzko – Town Contractor, Town Engineer Kevin Kruger, Sergeant Luke McLean, three audience members and the Patriot News.

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/Felber. 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 April Regular Meeting Minutes by: Arnold/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

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

Sheriff's Report

Sergeant Luke McLean reported that there were more traffic stops in April 2022 than in April 2021. There were 118 traffic stops in 2022 and 44 in 2021. The increase in traffic stops is a county-wide trend. The area received significant storm damage. There were not many over the weight-limit tickets or calls.

Open Forum

None

Regular Business

Albertine IUP for Home Business in Accessory Building

Jason Albertine is requesting an IUP for Home Business in Accessory Building Motorcycle Repair & Machining on PID 35-019-1400. He is requesting to operate a motorcycle repair and machining shop. The board had recommended approval IUP for this property to Those Dyno Guys in April 2020. Mr. Albertine purchased the property and business from Matthew and Jodi Smith. The property is zoned General Rural and operating a business from it requires an Interim Use Permit (IUP). There is an exhaust fan in the dyno room and the room has soundproofing, which significantly reduces the noise. There is some sound that comes out of the exhaust vent and he put a noise-barrier in front of the fan to mitigate the sound.

The board recommended approval of the IUP provided all county requirements are met. Clerk Weber will send the comments to the county.

Tobacco License Renewals – M & A Liquor Sales, LLC DBA Sand Dunes Spirits and Sand Dunes Food and Fuel

Clerk Weber presented an application for Tobacco License Renewal from M & A Liquor Sales, LLC DBA Sand Dunes Spirits. She also informed the board that there was one compliance check in 2020 in which a sale was made to an underage age youth.

Motion/Second to approve the Sand Dunes Spirits Tobacco License Renewal by: Felber/Ellinger. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Clerk Weber Clerk presented an application for Tobacco License Renewal from Sand Dunes Food and Fuel. She told the board that there have been no reports of any issues with Sand Dunes Food and Fuel tobacco sales.

Motion/Second to approve the Sand Dunes Food and Fuel License Renewal by: Hassett/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sale of Tax Forfeited Land – PID 35-404-0418 – Discuss/Action

Clerk Weber presented an Orrock Township tax forfeited parcel. The PID is 35-404-0418. This lot is in Eagle Lake Shores. The township has the option to purchase this parcel at a cost of \$3,116.25. If the township does not purchase the parcel, the county will hold two types of sales - a closed bid sale offered to adjacent property owners only and a public sale. The property could be used for storm drainage as the storm drain on the other side of the road flows into this lot. The storm drain at the location needs to be flushed. Supervisor Ellinger questioned the value of purchasing the property. Supervisor Felber's opinion is that it is the township's responsibility to maintain the storm drain. Treasurer Goldsmith's concern is if the property has standing water, it could become a liability to the township. Supervisor Arnold feels that the township should purchase the property while it is available.

Motion/Second to approve the purchase of parcel ID 35-404-0418 by: Felber/Arnold In favor: Adams, Arnold, Felber and Hassett. Opposed: Ellinger. Abstained: None. Motion Prevailed.

Motion/Second to adopt Resolution 2022-10 Resolution Authorizing Application by the Government Subdivision for the Purchase of Tax Forfeited Land by: Felber/Arnold In favor: Adams, Arnold, Felber and Hassett. Opposed: Ellinger. Abstained: None. Motion Prevailed

Motion/Second to approve a claim in the amount of \$3,116.65 for the land purchase and a claim in the amount of \$46.00 for the recording fee by: Arnold/Felber. In favor: Adams, Arnold, Felber and Hassett. Opposed: Ellinger. Abstained: None. Motion Prevailed

Purchase of Swing-Away Mailbox Supports – Discuss/Action

Clerk Weber presented pricing for Swing Safe Mailbox supports. These are the same supports that the county uses. The cost for a complete unit with 5-foot U-channel purchased in a quantity of 11 to 50 is \$102.00 per unit plus shipping. The price at a quantity of 51 or more is \$100 per unit.

Motion/Second to authorize Clerk Weber to purchase 51 Swing Safe Mail Supports by: Felber/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Ordinance Repealing Orrock Township Ordinance No. O-202121114-1 (Mailbox Ordinance) – Discuss/Action

Clerk Weber presented Ordinance No. O-20220525 Ordinance Repealing Orrock Township Ordinance No. O-202121114-1, the township mailbox ordinance.

Motion/Second to adopt Ordinance No. O-20220525 Ordinance Repealing Orrock Township Ordinance No. O-202121114-1 by: Felber/Arnold In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Recycle Day Recap – Information

207 residents were served at the 2022 recycle day on May 21st with 38 Orrock Township residents attending. Clerk Weber thanked Supervisors Arnold, Ellinger and Felber for their volunteer service.

Town Hall – Discussion

Clerk Weber asked the board if they wanted to move forward with the septic repair. The estimate to repair the septic is \$5,667.00. Supervisor Ellinger voiced his concern that, if the town hall expansion project moves forward, there may be damage to the new septic tank. The tank needs to be replaced prior to election.

Motion/Second to have Custom Septic complete the septic repair by: Arnold/Felber In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Clerk Weber told the board that the bid opening date is Thursday, June 2nd at 2PM at Orrock Town Hall. She will post a Notice of Bid Opening at the posting locations at town hall. There was an optional pre-bid walk-through meeting on Tuesday, May 24th with the architect at town hall. Six people attended the walk-through.

Pine Crest Estates West Addendum to Irrevocable Letter of Credit – Discuss/Action

Clerk Weber presented an addendum to the Pine Crest Estates West letter of credit for board review. Bob Ruppe approves the use of this addendum, subject to board approval.

Motion/Second to approve the Addendum to Irrevocable Letter of Credit for the Pine Crest Estates West development by: Adams/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Roads

Crack Filling/Pothole Repair

Chair Adams told the board that Erickson Asphalt will be completing the crack filling and all cracks have been marked.

Ann Lake Boat Landing

Steve Mockenhaupt, President of the Ann Lake Improvement Association attended the board on behalf of the association. He stated the association has concerns about the parking on the roads at the landing. On busy weekends, cars park on the adjacent roads and this poses a hazard for emergency vehicles. He asked if the township could put up no parking signs. The board's concern is that, by placing no parking signs, it will push the parking further into the neighborhood.

There is a dead tree on the township lot at that location.

Mr. Mockenhaupt also told the board that there is a lot of storm water that washes down the road to the landing. He asked if there would be an opportunity to drop excess gravel to the parking area. The association would drag the gravel in the area.

The road committee will look at the areas and come back to the board with a recommendation at the June meeting.

Road Damage from Recent Storms

Chair Adams told the board that there was a lot of erosion caused by the heavy rains. Darryl Waletzko repaired the damage that was caused by ATV's driving in the ditches. The road enhancements that Darryl did last year by placing crushed asphalt held up well.

Supervisor Updates / Committee Reports

Supervisor Adams asked if the board wants to purchase more asphalt millings. The current cost is \$14.00/ton from Knife River.

Motion/Second to purchase two truckloads of asphalt millings at a maximum cost of \$1,000 by: Ellinger/Adams In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Motion/Second to order one minimum maintenance road sign by: Adams/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Supervisor Adams asked if the board wants to have the catch basins cleaned. Darryl said that the township should purchase a new lid for the catch basin on 253 ½ Avenue Northwest.

Motion/Second to have Schlomka's clean the catch basins by Adams/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Darryl stated that the roads in Shores of Eagle Lake have a lot of granite from the chip sealing. Kevin Kruger will have the seal coating crews look at that when they complete the seal coating project.

Kevin Kruger told the board that the seal coat and overlays will be starting in July. The road work has begun on 180th Street NW and the paving will be completed when they do the paving on County Road. 4. Kevin will not be able to attend next month's meeting.

Supervisor Arnold - None

Supervisor Ellinger - None

Supervisor Felber told the board the ZLFD is still working on their HVAC system and are getting new equipment for their firefighters. The event center is going well for them. He told the board that there are cracks along his road. Kevin stated that is typical of overlay projects. Supervisor Felber suggested that the board consider obtaining a larger property that is in the Big Lake fire zone and pursue a possible joint venture with the Big Lake Fire department.

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 \$19,741.05.

Motion/Second to approve routine claims in the amount of \$19,741.05 by: Adams/Ellinger. 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.

Treasurer Goldsmith presented the board with a supplemental claim in the amount of \$1,202.88 for ECM Publishers and the Patriot News.

Motion/Second to approve the supplemental claims in the amount of \$1,202.88 by: Ellinger/Adams. In favor: Adams, 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 – May 2022

Treasurer Goldsmith presented the Board with the payroll claims in the amount of \$4,319.51 for the month of May.

Motion/Second to approve the May payroll claims in the amount of \$4,319.51 by: Arnold/Ellinger. 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: \$ 1,654,882.82 This amount included 4M fund balance.

Motion/Second to accept the April Cash Control Statement by: Hassett/Felber. 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 and money market accounts are earning 0.20%, the CD is earning 0.15%, and the 4M fund is earning 0.20%. Supervisor Ellinger asked if there will be a change in CD rates when they renew. Treasurer Goldsmith replied that it will most likely be very minor.

Treasurer’s Report

Town Funds balances as of April 30, 2022:

| | | | |
|---------------|---------------|----------------------------|----------------|
| General Fund: | \$ 75,234.42 | Road & Bridge: | \$1,037,877.22 |
| Fire: | \$ 29,655.13 | Capital Reserve: | \$ 199,707.93 |
| ARPA Fund: | \$ 174,625.73 | Driveway Escrows: | \$ 18,000.00 |
| SOEL Escrow: | \$ 25,905.41 | Pine Crest Estates Escrow: | (\$986.69) |

All remaining escrows are unchanged.

Motion/Second to accept the Treasurer’s Report date ending 04/30/2022 by: Ellinger/Felber. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Treasurer Goldsmith told the board that the board adopted fund balance policy ensures that every fund has the funds to meet obligations without regard to upcoming tax receipts and provides a cushion for any upcoming and unexpected expenses.

The field work of the audit was completed on May 18th. The next step will be for the auditors to complete the financial reports. The auditors suggested that the pledge from the bank was not sufficient. The pledges are to be 1.1 times the uninsured balances that exceed the FDIC insured balances. Treasurer Goldsmith will review the requirements with the bank. Supervisor Ellinger asked if the board should consider having another depository to allow for more FDIC coverage. Gary will review interest rates at other banks.

Announcements

Clerk Weber Announced:

- June Board Meeting – Wednesday, June 22nd – 7PM at Orrock Town Hall
- Town Hall Addition and Renovation Bid Opening – Thursday, June 2nd – 2PM at Orrock Town Hall
- Special Meeting of Electors – Wednesday, June 15th – 7PM at Orrock Town Hall
- Couri and Ruppe Township Legal Seminal – Wednesday, June 22nd – 9AM-4PM – Albertville City Hall (Pre-register online)

Supervisor Hassett would like to have a better understanding of the expected growth of the township. He will reach out to the county to see if he can get the data.

Brenda Kimberly-Mass told the board that replacement of the roof at the Big Lake fire station is scheduled.

Adjournment

Motion/Second to adjourn the regular meeting by: Arnold/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly on Wednesday May 25, 2022 at 8:35PM

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 22nd day of June 2022 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk