



Regular Meeting and Board of Audit
Monday February 27, 2023 - 7:30PM

The Orrock Township Board met in regular session, on Monday February 27, 2023 at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Bryan Adams, Supervisors Paul Ellinger, Anne Felber, Gary Goldsmith, Bob Hassett, Treasurer Janine Arnold, Clerk Chris Weber and Deputy Clerk Brenda Kimberly-Maas. Also, in attendance were Darryl Waletzko – Town Contractor and eight audience members. Town Engineer Kevin Kruger attended the meeting via Webex and one audience member viewed via Webex.

A quorum was present, the meeting was called to order by Chair Bryan Adams, at 7:30PM and the Pledge of Allegiance to the United States of America was recited.

Meeting Agenda Approval

Supervisor Felber requested to add sub item 6Ai to discuss the retention policy and Minnesota statutes that accompany the policy.

Motion/Second to accept agenda as revised by: Felber/Ellinger. In favor: Adams, Ellinger, Goldsmith and Hassett. Opposed: Felber. 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: Felber/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Clerk Weber presented proposed January Special Meeting amended minutes for consideration by the board. The clerk added a section with a summary of the information that was supplied by the candidates and removed the sentence stating that “candidate applications and resident comments will be retained as a part of the Official Minutes, which are available in the Clerk’s Office. In approving these changes, it addresses two concerns of supervisors. One was of data privacy concerns and the other was stating in the minutes that there were four applicants for the supervisor vacancy. Supervisor Goldsmith stated that because the data practices does not apply to the township, there was no violation and there would have been no issue having the applications attached to the minutes but he would not object to the motion.

Motion/Second to amend and approve the January Special Meeting Minutes to include a summary of the information that was provided on the supervisor candidates’ applications and remove the sentence stating that “candidate applications and resident comments will be retained as a part of the Official Minutes, which are available in the Clerk’s Office” by: Ellinger/Felber. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed

Sheriff's Report

The sheriff's report stated that there were 58 traffic stops in Orrock Township in January of 2023, compared to 74 traffic stops in January of 2022.

Open Forum

There were no open forum items.

Regular Business

Orrock Township Web and Email Policy and Retention –Discuss/Action

Clerk Weber told the board that on the day of the January meeting, Supervisor Felber told her that it appeared as though Supervisor Hassett deleted emails from his email account. It was too late to put the item on the January agenda. Clerk Weber stated that this is a two-fold issue – the email policy and records retention. The policy was primarily put in place to prevent the forwarding of township emails. Part of the policy states “when Board members leave the Board, all pertinent emails shall remain in the mail folders, for the successor, the email account shall have its password changed, user settings shall be reviewed and password reset prior to assigning the account to the successor of the position”. Town Attorney Bob Ruppe agreed that the current policy leaves it to the individual supervisor to determine what emails are “pertinent” to the Township, and the term “pertinent” is not defined in the policy and left open to interpretation. He advised that the board revise the policy to be in compliance with the Minnesota Township General Records Retention Schedule. Adoption of a retention schedule should alleviate the problem where there is a dispute as to what emails are “pertinent” to the Township and can be deleted. All general correspondence emails should be retained for three years, according to the retention schedule. As a general practice, all other items for retention should be sent to the clerk, as the clerk is the record-keeper and maintains all permanent records. Clerk Weber stated that, to her knowledge, Supervisor Hassett forwarded pertinent email correspondences to the clerk and/or road authority as she was copied on replies that Supervisor Hassett made to address any concerns or issues within the township.

Chair Adams stated that it is important to forward emails to the clerk as she is the official record-keeper. Adams also stated that when he took over his email account all emails had been deleted.

Supervisor Felber stated that deleting the emails violated state statute 138.17. She stated that there is no way to know what was pertinent as he deleted everything. Felber had sent the clerk an email requesting that the deleted emails be restored and was told that the emails could not be restored. The township should only delete emails per the retention schedule. She understands that this is a difficult situation to discuss and that the township should hold itself accountable. She also noted that under 138.225 government records shall not be destroyed except by the authority of the records disposition panel. “A person who intentionally and unlawfully removes, mutilates, destroys, conceals, alters, defaces or obliterates a record filed or deposited in a public office or with a public officer by authority of law or in state archives, or a public officer or employee who knowingly permits any other person to do any of the foregoing acts, is guilty of a misdemeanor”.

Supervisor Goldsmith stated that the email policy is far from adequate, needs to be revoked and sent to a policy committee, along with the email records retention, to review. He stated that he, too, has deleted emails. The first problem is the term “correspondence” would need to be defined. The starting point is whether an email that was deleted was potentially a “government record”. To answer that question, we must go to section 138.17, which makes it clear that an item of information is a government record only if it is made “in connection with the transaction of public business by an officer or agency”. (Subdivision 1, paragraph (b)(1). That same section further clarifies, in subdivision 1, part (b)(4) that “the term ‘records’ excludes data and information that does not become part of an official transaction, library and museum material made or acquired and kept solely for reference or exhibit purposes, extra copies of documents kept only for convenience of reference and stock of publications and processed documents, and bonds, coupons, or other obligations or evidences of indebtedness, the destruction or other disposition of which is governed by other laws.” The governor’s office position is that emails are never a government record. His opinion is, that, without a better definition of what constitutes a government record, there is no way to state that Supervisor Hassett or anybody else on the board has violated any statute.

Supervisor Felber stated that the with new technology, the historical society and department of archives feels that this issue should be referred to the property authorities.

Clerk Weber presented a legal opinion from town attorney, Bob Ruppe, stating that his legal opinion is “individual supervisors would have no legal liability for violation of the State’s record retention statutes. The statutes do not include a penalty for violation. As such, they are considered “directory” statutes that inform local governments and elected officials on best practices to follow but do not have a mechanism to punish those that do not comply with the statute. At best, someone could bring a claim called a “writ of mandamus” in District Court asking the court to order the Township to comply with the law. Given that the Township recognizes that its prior policy is inconsistent with current state law and is going to work to comply with the record retention laws, the matter should be moot.”

Supervisor Goldsmith stated that the definition of a public records is a record that is in connection with the transaction of public business by an officer or an agency. He reiterated that the board needs to work on a well-defined retention policy so that everybody on the board and in the public understands what is expected of the board.

Supervisor Felber stated that if every single record was deleted, we can assume that there were pertinent records. The email policy is separate from any state statute. Supervisor Felber stated that she was disappointed in the township attorney for presenting a letter that clearly was inaccurate and she believed that he was incorrect.

Supervisor Ellinger would like to address the email policy itself and follow the attorney’s advice at this time.

Supervisor Goldsmith would recommend that the policy be revoked and a policy committee be appointed to address the policy.

Motion/Second to revoke the email policy by: Goldsmith/Adams. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed

Motion that the board issue a verbal sanction to Supervisor Hassett for deleted four years of government emails and that he be removed from his committees until this issue is resolved by: Felber. Motion failed for lack of second.

Posting of Meeting Videos Online – Discuss

Supervisor Felber asked that the board allow recordings via WebEx to be viewed post-meeting for those unable to attend due to various reasons to promote transparency and openness between the board and the community. Chair Adams stated that the current purpose of recording meetings is for the purpose of aiding in the transcription of meeting minutes. Supervisor Goldsmith and Supervisor Hassett are not opposed to posting the videos online. Deputy Clerk Kimberly-Maas stated that she believes that there are things to consider if the board wanted to post the videos. Supervisor Goldsmith is concerned about the additional work for the clerk. Supervisor Ellinger would like more concrete information on the time and costs prior to deciding to post the videos online. The initial purpose of recording meetings was to aid the clerk in the transcription of meeting minutes.

Motion to make the videos available online by: Felber. After further discussion, the motion was withdrawn.

Motion/Second to direct the clerk to explore the feasibility of publishing meeting videos on the website retroactively to the January meeting with the idea that the board would want to proceed with posting videos by: Goldsmith/Felber. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Town Hall Project – Discuss

Supervisor Felber heard from multiple realtors that the best way to acquire land for a building would be to have the land donated to the township. There are tax incentives for people to donate land. In her discussion with other township supervisors, it would be irresponsible not to explore the option of receiving a land donation. US Fish and Wildlife Services could possibly be interested in this property. Supervisor Hassett stated that road access and traffic should be a consideration on the decision of a possible building site.

Chair Adams presented his estimate of added costs in the amount of \$279,000 for building a town hall building on an alternate site. Adams stated that the estimated costs to build a pole building is \$616,000 and the estimated cost for a stick-build (house-type) building is \$546,000. The electorate will need to approve the building of a new building or the purchase of land to build a new building. There is approximately \$575,795 in funds available between the ARPA funds and

the capital fund. Funding for the project is approximately \$100,000 short. This will be brought to the annual meeting for electorate discussion.

The electorate will be presented all options at the annual meeting. If there are land donors that could possibly be interested, that option should be communicated at the annual meeting.

Appointment of Building Committee – Discuss/Action

Motion/Second by: Goldsmith/Felber to establish an Orrock township building committee to consist of three board members, those being of Bryan Adams, Gary Goldsmith, and Anne Felber. The town clerk and the town treasurer shall also be members of the committee. The committee shall operate according to the following provisions:

1. All meetings of the committee must be conducted according to the Minnesota Open Meetings law.
2. At least two regular members of the committee must be present for a meeting to be conducted. Meetings must be coordinated and scheduled by the town clerk.
3. Any other member of the town's board of supervisors who attends a meeting of the committee is deemed to be an ad hoc member of the committee for that meeting.
4. The committee shall carry out general or specific tasks as delegated by the town board by a motion made at a meeting of the town's board of supervisors.
5. The committee does not have the authority to bind the town to any contract or agreement or in any other manner unless such authority is clearly specified and granted in a motion made at meeting of the town's board of supervisors.
6. The town clerk, or, in the clerk's, absence another member of the committee must keep a brief record of the subjects considered by the committee and any recommendations made. An oral report of the committee's activity must be presented by a regular committee member at the next regular town board meeting following a committee meeting.
7. Town supervisors shall be compensated for meeting attendance at the rate of \$50 per meeting. The clerk and treasurer shall be compensated at their regular hourly rates.

The meeting compensation rate as listed in the motion for the building committee will supersede the meeting rate that was approved in the compensation rate schedule at the January Re-organizational meeting. Chair Adams asked why the motion was to have three board members on the committee, rather than two members as are on other committees. Adams felt that if there are three board members on the committee then the committee should be a committee of the whole. Supervisor Goldsmith doesn't want all supervisors to feel obligated to attend the meeting if it is a committee of the whole. All members of the board that show up for the meeting would be compensated for their attendance. The town hall information that was presented at the January meeting, Chair Adams' current building notes, and Supervisor Felber's meeting notes will be presented to the electorate at the annual meeting.

In favor: Ellinger, Felber, Goldsmith and Hassett. Opposed: Adams. Abstained: None. Motion Prevailed.

Policy Committee

Motion/Second by: Goldsmith/Felber to establish an Orrock township policy committee to consist of three board members, those being Paul Ellinger, Gary Goldsmith, and Anne Felber. The town clerk and the town treasurer shall also be members of the committee. The committee shall operate according to the following provisions:

1. All meetings of the committee must be conducted according to the Minnesota Open Meetings law.
2. At least two regular members of the committee must be present for a meeting to be conducted. Meetings must be coordinated and scheduled by the town clerk.
3. Any other member of the town's board of supervisors who attends a meeting of the committee is deemed to be an ad hoc member of the committee for that meeting.
4. The committee shall carry out general or specific tasks as delegated by the town board by a motion made at a meeting of the town's board of supervisors.
5. The committee does not have the authority to bind the town to any contract or agreement or in any other manner unless such authority is clearly specified and granted in a motion made at meeting of the town's board of supervisors.
6. The town clerk, or, in the clerk's, absence another member of the committee must keep a brief record of the subjects considered by the committee and any recommendations made. An oral report of the committee's activity must be presented by a regular committee member at the next regular town board meeting following a committee meeting.
7. Town supervisors shall be compensated for meeting attendance at the rate of \$50 per meeting. The clerk and treasurer shall be compensated at their regular hourly rates.

In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Motion/Second to direct the policy committee to review existing policies to see what policies may need to be changed and what policies may need to be added by: Goldsmith/Felber. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Motion to amend the motion to include further review of social media by: Hassett. Supervisor Goldsmith stated that the scope of the motion is broad. Supervisor Hassett rescinded his motion.

Sherburne County Building and Estimated Population Report

Clerk Weber presented the Sherburne County Building and Estimated Population Report. There were 27 homes built in Orrock Township in 2022 and the 2022 estimated population is 4,004. The new home permits issued were valued at \$6,457,000. All other building permits had a value that totaled \$2,877,000. The township has a total of 3,742 platted acres and 19,472 unplatted acres. Orrock Township has a total of 16% platted acres.

Consideration of 2022 Audit Arrangement Letter with Schlenner Wenner

Clerk Weber presented a 2022 Schlenner Wenner Audit Arrangement Letter for consideration by the board. The 2021-2023 Audit Arrangement Letter was entered into in 2021 and needs to be ratified for the 2022 audit. The estimated audit fees are \$15,035 for 2022 and \$16,085 for 2023. The audit has begun as the Clerk and Treasurer have received requests for documentation. The field audit is scheduled for Wednesday, May 17th.

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

Authorized Township Contacts of Legal Counsel

Clerk Weber reminded the board that, per meeting minutes from August 28, 2013, only the Chairperson or Clerk are authorized to contact legal counsel. She asked for a motion to ratify the contacts. This item will be added to the yearly re-organizational meeting so that all currently elected officials are aware of the authorization.

Motion/Second to ratify that the Chairperson and Clerk are the authorized contacts for township legal counsel by: Goldsmith/Adams. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Roads

Shores of Eagle Lake Drainage Culvert Project – Discuss/Action

Kevin Kruger told the board that there is a drainage issue in Shores of Eagle Lake and JP Brooks is going to extend a drainage culvert. Kruger asked if the board wanted him to review the the construction of the culvert when it is installed. Supervisor Goldsmith stated that, generally, he would be in favor of that and believes that the costs could be charged to the Shores of Eagle Lake escrow.

Motion/Second to authorize Kevin Kruger to review the installation of the culvert in Shores of Eagle Lake and that the fees be charged to the Shores of Eagle Lake escrow by: Goldsmith/Ellinger. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed

183rd Street Cul-de-Sac Road into Shores of Eagle Lake Buildout Estimate – Discuss/Action

Kevin Kruger presented an Opinion of Probable Cost in the amount of \$71,115.77 to complete the 183rd Street extension into Shores of Eagle Lake. He stated that other cities and townships are putting up barricades or delineators if a road was opened for emergency vehicles. Kruger was concerned that the road may not meet technical requirements as an emergency access. Chair Adams stated that the City of Elk River does this on occasion at the end of cul-de-sacs and those roads are 12' -14' wide. Chair Adams stated that there are three options on how to proceed. The first option is to do nothing, the second to spend the money in improving the road and the third to remove the barricades and open the road up for emergency use only. Supervisor Felber does not think that doing nothing is an option. Supervisor Ellinger recommended that the road be opened for emergency needs and plowed by the town contractor and does not think that it would warrant spending \$71,000.00. Supervisor Goldsmith agreed but thought that the board should take a better look at the road in the spring. Supervisor Felber stated that she was at a conference and there are federal dollars that are going to be available for townships in April and that may be worth looking into. Supervisor Goldsmith stated that, in the past, when grants have come available to townships for roads, the funding has been for roads that are of regional importance. Supervisor Felber asked if there may be flooding issues on 183rd Street and if that road could be opened for emergency use by residents. Kruger stated that would be up to the road authority. Kevin Kruger will keep an eye out for any possible funding opportunities that arise. Kevin Kruger agreed that opening the road at this point would be a good option and if needed, delineators could be added.

Motion to remove the barricades to open 183rd Street and cut down trees going into Shores of Eagle Lake by: Adams. Supervisor Ellinger suggested that the topic be tabled until April. Supervisor Goldsmith recommended that the motion be amended to allow for the removal of the private road signs and plowing of the road.

Motion/Second to remove the barriers and private road signs and plow the emergency access road by: Adams/Felber. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: Ellinger. Abstained: None. Motion Prevailed

Supervisor Updates / Committee Reports

Supervisor Adams stated that he will reach out to MnDOT to view the ice breaker. Adams showed the board pictures of plowing issues that the contractor has experienced. There are still issues with people plowing across roads and there had been significant drifting.

Supervisor Ellinger - None

Supervisor Felber reported that she had attended the SCAT meeting and two finance committee meetings.

Supervisor Goldsmith - 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 Arnold presented the board with routine claims in the amount of \$108,510.92.

Motion/Second to approve routine claims in the amount of \$108,510.92 by: Hassett/Adams. In favor: Adams, Ellinger, Felber, Goldsmith 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 Arnold 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 \$60.50. 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.

Payroll Claims – February 2023

Treasurer Arnold presented the Board with the payroll claims in the amount of \$2,874.82 for the month of February.

Motion/Second to approve the February payroll claims in the amount of \$2,874.82 by: Ellinger/Felber. In favor: Adams, Ellinger, Felber, Goldsmith 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 Arnold presented the Board with the Cash Control statement. Ending cash balance after reconciling the books with the bank statements: \$ 1,763,516.45. This amount included 4M fund balance.

Motion/Second to accept the January Cash Control Statement by: Goldsmith/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith 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

As of January 31, 2023, the Sherburne State Bank Checking was earning 1.41%, the Sherburne State Bank Debit Card Checking earned 1.41%, the money market account was earning 3.62%, the CD was earning 0.60%, and the 4M fund was earning 4.18%.

Treasurer Arnold asked the board to direct the transfer of \$100,000.00 from the Money Market Account to the Checking Account.

Motion/Second to direct the treasurer to transfer \$100,000.00 from the Money Market Account to the Sherburne State Bank Checking Account by: Goldsmith/Ellinger. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Treasurer’s Report

Town Funds balances as of January 31, 2023:

General Fund:	\$107,469.41	Road & Bridge:	\$ 880,599.89
Fire:	\$106,000.47	Capital Reserve:	\$ 212,291.68
ARPA Fund:	\$362,504.88	Driveway Escrows:	\$ 18,000.00

Pine Crest Estates Escrow \$ 3,962.56

SOEL Escrow: \$ 24,732.91

All remaining escrows are unchanged.

Motion/Second to accept the Treasurer’s Report date ending 01/31/2023 by: Goldsmith/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Report of January Sherburne State Bank Securities Pledge Validation

Treasurer Arnold presented the Report of January Sherburne State Bank Securities Pledge Validation to the board. The required pledge amount was \$1,324,520.75. The securities pledge amount was \$1,903,070.07 which was \$578,549.32 over the required pledge amount.

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

2023 Budget Analysis and Discussion

Treasurer Arnold presented the proposed 2023 budget framework as follows and noted that they are non-binding: General Fund – Proposed revenue budget is \$133,621.86 with the levy revenue amount of \$120,000.00 . The proposed expenditure budget is \$126,917.00.

Fire Fund – Proposed revenue budget is \$160,000.00 and the proposed expenditure budget is \$133,290.00.

Road and Bridge – Proposed revenue budget is \$850,500.00, with a levy revenue amount of \$800,000.00, and the proposed expenditure budget is \$616,240.00. The finance committee budgeted \$95,000.00 for ice and snow removal, \$350,000.00 for road projects and \$46,000.00 for road projects engineering.

Supervisor Adams asked why the supervisor’s wages and salaries budget increased so much. Treasurer Arnold stated that the finance committee budgeted the wages based on all supervisors getting paid for all meetings and training. Supervisor Felber replied that they wanted the budget to reflect what the budget would be if everybody was paid. Chair Adams stated that, from a historical perspective, in the past very few supervisors have taken any compensation. Supervisor Goldsmith replied that he doesn’t think that the board should suggest that supervisors not taking pay should be considered the norm. Treasurer Arnold stated that there is \$5,000.00 budgeted for the Midco broadband grant and \$2,500.00 for the town hall repairs.

Motion/Second to adopt the proposed 2023 budget by: Goldsmith/Felber. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

2023 Levy Recommendation

Treasurer Arnold presented an Orrock Township Levy Analysis by fund for years 2015-2023 along with the proposed amounts for 2024. The finance committee is proposing a levy of \$1,120,000, an overall levy increase of 3.7% from 2023. The General Fund proposed levy increase is 8.3% increase, primarily to the increase in the supervisor’s payroll budget.

Treasurer Arnold then presented an Orrock Township Property Value and Tax Analysis for 2015-2024. The levies are actual amounts for years 2015-2023. Supervisor Goldsmith stated that when the board has set the levy, the board has always tried to have a minimal impact on township residents’ taxes.

The proposed 2024 levy by fund are as follows:

General Fund:	\$130,000
Fire Fund:	\$140,000
Road & Bridge Fund:	\$650,000
Capital Fund:	\$200,000
TOTAL:	\$1,120,000

Motion/Second to approve the 2024 recommended levy amounts for presentation at the annual meeting by: Goldsmith/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Supervisor Ellinger excused himself from the Board of Audit meeting as he was not feeling well.

Board of Audit

Treasurer Arnold explained that the Board is now sitting as auditors of the town's records of 2022. She noted that the Treasurer performs the bank reconciliation monthly and the Board reviews/audits all receipts, disbursements and the bank statements each month. Arnold printed out a report of receipts within CTAS and Clerk Weber confirmed those receipts matched the receipts in the Clerk's receipt book and CTAS. The Clerk had also received reports from the County of all payments made to the town. The Clerk and the Treasurer each 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:

- #362263 paid to the town by - Connexus Energy - \$200.00
- #362234 paid to the town by - Chad Craven - \$102.00
- #362255 paid to the town by - State of Minnesota - \$699.88

All three were verified to be accurate.

The Board chose three (3) disbursements for review:

- #11525 paid to Erickson Asphalt - \$16,050.00
- #11574 paid to Newman Signs - \$1,876.92
- #11590 paid to Randy Hanson - \$156.00

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 2022 receipts and disbursements registers and confirmed the 12/31/2022 cash balances.

Announcements

Clerk Weber Announced:

- Annual Meeting - Tuesday March 14th Commences @ 7PM, Town Hall
- March Board Meeting - Wednesday, March 22nd @ 7PM
- Local Board of Appeal and Equalization - Wednesday, April 12th @4PM, Town Hall
- MAT Spring Courses - In-Person Training
- Couri and Ruppe Township Legal Seminar - Thursday, June 1st - 9AM to 4PM - Albertville City Hall (must pre-register)
- MAT U is up and running
- We are Water Exhibit - March 2nd - April 24th at the Sherburne History Center. An Opening Ceremony will be held at 4:00PM - 6:00PM on March 2nd at the Sherburne County History Center (10775 27th Ave SE, Becker, MN 55308).

Supervisor Felber thanked the board for scheduling tonight's meeting at 7:30PM to accommodate her work schedule.

Adjournment

Motion/Second to adjourn the regular and board of audit meeting by: Hassett/Adams. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Absent: Ellinger. Motion Passed, adjourning the Regular Monthly and Board of Audit Meeting, on Monday February 27, 2023 at 9:45PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 22nd day of March 2023 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk