



Regular Meeting
Wednesday April 26, 2023 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday, April 26, 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 and Clerk Chris Weber. Also, in attendance were Darryl Waletzko – Town Contractor, Deputy Aaron Sturm, Sherburne County Senior Planner Marc Schneider, Sherburne County Commissioner Gary Gray, seven 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 agenda as presented by: Hassett/Goldsmith. In favor: Adams, Ellinger, Felber, Goldsmith 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 March Regular Meeting Minutes by: Ellinger/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

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

Motion/Second to approve the Local Board of Appeal and Equalization Meeting Minutes by: Goldsmith/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sheriff's Report

Deputy Aaron Sturm reported that there were 59 traffic stops in Orrock Township in March of 2023, compared to 111 traffic stops in March of 2022. There were 18 security checks, 5 traffic stops and 1 DWI.

Open Forum

Gregg Felber, 25409 189th Street NW addressed the board regarding pay for township supervisors. He believes the town supervisor position should be considered a job, not a hobby. The town board should be encouraging people to take the job with an understanding of how much they would be compensated for the job.

Regular Business

District 4 Sherburne County Commissioner Gary Gray

District 4 Sherburne Commissioner Gary Gray introduced himself to the board. He believes the strength of the current board of county commissioners is that it is a diverse group of members.

Sherburne County Proposed Land Use Changes Presentation by Marc Schneider – Discuss/Action

Marc Schneider presented the Orrock Township proposed land use changes to the board. The proposed land use changes add a Shoreline Residential zoning designation around Ann and Eagle Lakes. The proposed change also extends the Hamlet Mixed Use zoning designation. Schneider is requesting board comments on the proposed land use designations. The comprehensive plan is the 20-year land use plan. There are four proposed land-use districts in Orrock Township – Hamlet Mixed Use, Park and Open Space, Rural Residential and Shoreland Residential. Shoreland Residential is a new designation intended to acknowledge existing development around many of the lakes in Sherburne County that occurred prior to the establishment of shoreland zoning regulations. A Hamlet Mixed Used designation is intended to create a center to a township to provide flexibility for development of commercial and light industrial development. Schneider asked for feedback from the board on the proposed land use designations. Supervisor Hassett asked that input be received from the business owners and the property owner that owns the crop / agricultural field. Supervisor Felber commented that care should be taken to preserve the parks and open spaces that are in the township. Supervisor Adams questioned the extension of the hamlet to the east on County Road 4. Marc Schneider replied that was an oversight by the consultant and will not be part of the proposed hamlet zoning designation.

Bahr’s Haunted Acres

Brent Bahr and Derek Nelson address the board regarding the use of their property for Bahr’s Haunted Acres. They will need to apply for an Occasional Special Event Interim Use Permit at the county to be able to host this event and have begun the permit process at the county. They wanted to communicate to the board that they are in the process of applying for the Occasional Special Event Interim Use Permit. The event supports nonprofit and youth organizations that volunteer at the trails. Supervisor Hassett wants the event to be successful but stated that he fielded many calls from neighbors last year. Hassett asked that the organization have one person managing the activity to field any questions or issues that may arise. Derek Nelson told the board that they will be limiting the number of admissions that are sold on site to control the number of attendees that are on site at the same time and will be moving parking off the road.

Town Hall Building Project

Approval to Advertise for Bids

Chair Adams stated that prior to giving approval to advertise for bids, the board should confirm how the project will be paid for. Treasurer Arnold recommended that funds should be moved from the road and bridge fund into the capital fund this year to ensure that the town hall project is funded. The building project is moving forward in 2023, which would require transferring \$200,000 from the road bridge fund to the capital fund. Any transfer in funds requires a unanimous vote by the board.

Motion/Second by: Goldsmith/Adams

1. To transfer \$200,000 from the Road & Bridge Fund to the Capital Fund.
2. That as tax payments are received in 2024, to transfer that portion of each tax payment that is designated to the Capital Fund from the Capital Fund to the Road & Bridge fund until a total of \$200,000 has been transferred.
3. If the 2024 Capital Fund tax payments do not reach \$200,000, to transfer such funds from the Capital Fund to the Road & Bridge Fund as are needed to bring the total transferred from the Capital Fund to the Road & Bridge Fund to \$200,000.
4. To direct the treasurer to make such entries in the town’s accounting system as are necessary to reflect these transfers.

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

Supervisor Felber had wanted to take more time to consider the motion. Supervisor Goldsmith’s intent of the motion was to clearly define the terms of the transfers. Supervisor Ellinger wanted to ensure that any

money that gets transferred out of the Road and Bridge Funds goes back into the Road the Bridge Fund. The board needs to ensure that they have enough money in the Capital Fund to fully fund the project. Treasurer Arnold stated that she is not comfortable with moving forward with the project without the transfer of funds into the Capital Fund. Supervisor Felber stated that she was not comfortable with the wording of the motion and is concerned about not receiving the full levy amount.

Motion/Second to authorize the architect to advertise for bids by: Adams/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Office Space – City of Zimmerman

Clerk Weber asked the board to approve the use of office space at the City of Zimmerman during demolition/construction of the new town hall. There will be no charge for the use of the space.

Motion/Second to approve the use of office space at the City of Zimmerman during demolition/construction of the new town hall by: Ellinger/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

ZLFD Meeting Space

Clerk Weber asked the board to approve the use of meeting space at the Zimmerman Livonia Fire Department at no cost to the township. There is no video capability at the ZLFD meeting space, however if needed, Clerk Weber stated that she could come up with a solution for video. Supervisor Felber would like to research the possibility of holding meetings via Webex with the option to record the meetings as video is a priority of hers.

Motion/Second to approve the use of meeting space at the Zimmerman Livonia Fire Department by: Adams/Hassett. In favor: Adams, Ellinger, Goldsmith and Hassett. Opposed: Felber Abstained: None. Motion Prevailed.

Town of Big Lake Storage Space

Clerk Weber asked the board to approve the use of storage space at the Town of Big Lake town hall secured storage room at no cost to the township.

Motion/Second to approve the use of storage space at the Town of Big Lake town hall by: Ellinger/Felber. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Demolition of Building

Chair Adams presented a Contract for Building Demolition and Proposal Form for consideration by the board. The most critical issue of the project will be the backfilling and grading of the site. Clerk Weber has been compiling a list of demolition contractors to solicit.

Motion/Second to have the clerk solicit proposals for building demolition by: Felber/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

To Do List

Clerk Weber told the board that she has been receiving estimates for the security system, camera system, data cabling and audio video system removal and re-installation. Weber asked the board to review the list and make any additions or changes that they see fit.

Variance Applications

The variance applications are on the May 11th Board of Adjustment Meeting agenda for consideration.

Handyman Services Contract Renewal

Clerk Weber presented the 2020 Handyman Contract and Amendment for review and renewal.

Motion/Second to renew the 2020 Handyman Contract and Amendment for one year by: Ellinger/Adams. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

ARPA Reporting

Treasurer Arnold and Clerk Weber have completed the Annual March 2023 SLFRF Compliance Report. The report stated cumulative ARPA funds expenditures in the amount of \$48,727.18 with an explanation that Revenue Replacement funds are allocated to general governmental services provided by the township, including but not limited to rebuilding the town hall.

Posting of Meeting Videos Online – Discuss

Motion/Second to approve the Vimeo plan to post regular board meeting videos posted within seven days of the meeting by: Felber. Motion failed for lack of second.

Supervisor Felber stated that she has had constituents asking for the posting of videos. Supervisor Ellinger stated that he reviewed city and county videos and then looked at the township videos. The quality of the township video that was shown was poor. Supervisor Ellinger questioned why the board would choose to approve this when the building could be going into construction and that the meeting minutes that are posted online provide a great amount of detail of meeting proceedings.

Community Meeting Attendance by Supervisors

Supervisor Felber was in communication with the DNR regarding an open house meeting that was scheduled for township day. The DNR changed the meeting to accommodate the town board attendance. Felber told the board that she was denied compensation for the meeting by the treasurer. Supervisor Goldsmith agreed with Supervisor Felber that she should be compensated for attending the meeting. Supervisor Goldsmith stated that supervisor compensation should be addressed by the policy committee and asked that the clerk schedule a committee meeting to discuss everything related to supervisor compensation. Supervisor Felber requested that she be paid for attending the DNR meeting. The township does not have a defined compensation policy in place.

Motion/Second to request the clerk to schedule a policy committee meeting, as a public meeting, with the primary agenda item being board compensation by: Hassett/Goldsmith. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Motion/Second to pay Supervisor Felber for attending the DNR meeting by: Felber/Goldsmith. In favor: Ellinger, Felber, Goldsmith and Hassett. Opposed: Adams. Abstained: None. Motion Prevailed.

2023 Recycle Day Volunteers

Clerk Weber told the board that Orrock Township needs to provide volunteers for the recycle day event, which is being held on Saturday, May 20th from 8AM to 1PM at the Town of Big Lake Maintenance Building. The township must have at least three volunteers at the event. Supervisors Ellinger, Supervisor Goldsmith, Treasurer Arnold and Clerk Weber volunteered their time.

Roads

2023 Road Tour

The board scheduled the Spring Road Tour for Wednesday, May 17th at 9AM. Attendees will meet at town hall at 9AM.

Road Ditches

Darryl Waletzko reported that there is damage to at least 17 road ditches where four-wheelers cross the roads in the ditches. Waletzko told the board that it would take approximately one day with four men to repair the damages. There should be enough asphalt millings to complete the repairs.

Motion/Second to authorize Darryl Waletzko to repair the damage to the road ditches prior to the road tour by: Felber/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett.. Opposed: None. Abstained: None. Motion Prevailed.

Snow Removal RFP

The road committee met on Monday, April 24th to review the snow removal proposals that were received. Proposals were received from Darryl Waletzko, LLC, Greb Adventures, LLC and Wruck Excavating. The road committee recommended that the board accept the proposal from Darryl Waletzko, LLC due to the fact that Waletzko's unit prices were more economical than the other two proposals that were received.

Motion/Second to accept the snow removal from Darryl Waletzko, LLC for snow removal services by: Goldsmith/Ellinger. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Street Sweeping

Chair Adams told the board that street sweeping this year will cost about \$10,000.00 due to the amount of salt and sand product that was applied during this year's snow removal season. This was approximately four times the amount of salt and sand product that has been applied in previous years.

Motion/Second to authorize Darryl Waletzko to complete street sweeping at a cost not to exceed \$10,000.00 by: Adams/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None

2023 Road Signs Estimate

Clerk Weber presented an estimate from Neuman Signs for street signs in the amount of \$3,371.11. This was the lower of the two quotes that were received. This year, the signs in the southeast quadrant of the township will be replaced. Weber asked that the board approve up to \$3,700.00 for the purchase of replacement signs, as there may be a few more that may need to be added to the order.

Motion/Second to approve the purchase of road signs up to the amount of \$3,700.00 by: Ellinger/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None.

Drainage Issues in 189th

Chair Adams told the board that 189th Street off 234th Avenue Northwest continues to have drainage issues. Darryl Waletzko stated that his plan is to build the road up and cut out the embankment into the ditch to divert water into the ditch leading into the wetland. Darryl Waletzko will present the plan at the May meeting for board consideration. Matt and Lori Martin, the owners of the property on 189th Street, told the board that they will be doing some improvement work on their driveway as it leads into the road to help eliminate some of the water flow into the road and believes that the plan to divert the water should provide a workable solution. Matt Martin asked that some sort of corrosion control be put into the ditch.

Road Construction Schedule

Chair Adams presented the tentative overlay project schedule to the board. The project is scheduled to begin around May 4th with an estimated end date of May 25th. Any concerns regarding the project should be sent to the clerk for discussion with the road authority and road engineer.

Supervisor Updates / Committee Reports

Supervisor Adams reported that road grading should happen soon. Darryl Waletzko will complete the road grading when the roads dry out. The board stated that Darryl can continue the work on the drain that flows into the township lot on the east side of Eagle Lake. There is brush that needs to be trimmed on 234th Avenue Northwest and that has been added to Darryl Waletzko's maintenance list. Darryl has picked up a lot of garbage from the ditches over the last week and can continue to pick up trash that is in the township road ditches.

Supervisor Ellinger - None

Supervisor Felber attended DNR and SCAT 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 \$12,783.79.

Motion/Second to approve routine claims in the amount of \$12,783.79 by: Goldsmith/Ellinger. 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 March Disbursements Not Paid Through the Claims Process

Treasurer Arnold presented a memo and documentation regarding one debit card transaction that occurred in March for the electronic filing of the Town's federal tax return. This disbursement occurred after the approval of March routine claims and did not go through routine claims. The total amount of this disbursement was \$10.50. No motion is needed as the township adopted a credit policy authorizing automatic approval of these claims.

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

Payroll Claims – April 2023

Treasurer Arnold presented the Board with the payroll claims in the amount of \$3,356.47 for the month of April.

Motion/Second to approve the April payroll claims in the amount of \$3,356.47 by: Ellinger/Goldsmith. 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: \$ 1,623,905.40. This amount included 4M fund balance. There was a check that cleared the bank account for ten cents more than the disbursement. This discrepancy will be reconciled on the April cash control statement.

Motion/Second to accept the March 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 March, 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 4.25%, the CD was earning 0.60%, and the 4M fund was earning 4.683%.

Treasurer’s Report

Town Funds balances as of March 31, 2023:

General Fund:	\$ 89,031.30	Road & Bridge:	\$ 828,690.03
Fire:	\$ 39,355.12	Capital Reserve:	\$ 212,291.68
ARPA Fund:	\$ 362,504.88	Driveway Escrows:	\$ 21,000.00
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 03/31/2023 by: Goldsmith/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Treasurer’s Reports are retained as part of the Official Minutes, which are available in the Clerk’s Office.

Confirmation of Reinvestment of CD and Interest Deposit into Money Market Account

Treasurer Arnold told the board that the Sherburne State Bank CD in the amount of \$250,000.00 was reinvested into a 13-month 4.0% APY CD at Sherburne State Bank as per direction from the March meeting. There was additional value on the matured CD in the amount of \$1,314.56 which was deposited into the Money Market account at Sherburne State Bank.

Report of March Sherburne State Bank Securities Pledge Validation

Treasurer Arnold presented the Report of March Sherburne State Bank Securities Pledge Validation to the board. The required pledge amount was \$1,166,762.23. The securities pledge amount was \$1,828,490.49 which was \$661,728.26 over the required pledge amount.

Treasurer Arnold told the board that she has received copies of all pledge agreements from Sherburne State Bank. The securities pledges are held at United Bankers Bank. Arnold feels confident with the security of township funds at Sherburne State Bank. Due to the upcoming building expenditures, she is recommending that, at this time, the board not move any funds out of Sherburne State Bank.

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.

Treasurer Arnold requested that the board authorize the transfer of \$50,000 from the Money Market to the Checking Account.

Motion/Second to authorize the treasurer transfer \$50,000 from the Money Market account to the checking account by: Ellinger/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Announcements

Clerk Weber Announced:

- May Board Meeting – Wednesday, May 24th @ 7PM
- Recycle Day – Saturday, May 20th - 8AM-1PM – Town of Big Lake Maintenance Building
- Couri and Ruppe Township Legal Seminar – Thursday, June 1st – 9AM to 4PM – Albertville City Hall (must pre-register)

Motion/Second to adjourn the regular meeting by: Goldsmith/Adams. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Absent: None. Motion Passed, adjourning the Regular Monthly Meeting, on April 26, 2023 at 9:01PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 24th day of May 2023 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk