



Regular Meeting
Wednesday May 24, 2023 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday, May 24 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, Kevin Kruger – Town Engineer, Sergeant Austin Turner, one audience member 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: Ellinger/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 April Meeting Minutes

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

Sheriff's Report

Deputy Austin Turner reported that there were 58 traffic stops in Orrock Township in April of 2023, compared to 118 traffic stops in April of 2022. Calls for service are up from 171 in 2022 to 214 in 2023. There were 21 security checks, 58 traffic stops and 14 medical calls.

Clerk Weber told the board that the speed sign is in place in the Hidden Ponds Development.

Open Forum

None

Regular Business

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

The board comments for the proposed land use changes are as follows:

Supervisor Felber - Great care should be given to the preservation of open spaces and parks in Orrock township. This includes wildlife and access to movement. No homes should be built adjacent to state or federal land on less than 5 acres. Density in housing adjacent or near State or Federal land hinders the ability for the wildlife to roam and forage, thus adding pressure to current resources. All future lots in Orrock should be at a minimum 5 acres. There should be no more community septic allowed in Orrock Township. Felber also asked that the shoreland residential areas be extended to include properties to the nearest street on the property map.

Supervisor Ellinger – Allow for permitting flexibility on the existing lake properties due to the size of the lots. Ellinger asked if the businesses and land owners that are in the proposed hamlet have been approached for comment.

Clerk Weber – Short-term rentals need to be addressed and they should be treated as a home business. There should be tighter regulations on shoreland regarding runoff. Weber would like to have TODD (transfer on death deeded) homes be required to have a septic inspection upon the transfer on death.

Supervisor Hassett asked that any future roads that come out of the hamlet align with existing roads.

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

Midco Broadband Grant Cost Share

Clerk Weber told the board that Melissa Wolf, Midco Government Relations Management, reached out to ask if the board wanted to sign an agreement for the Midco Broadband Project or be invoiced for the \$5,000 cost-share portion of the project.

Motion/Second to enter into the Construction Cost Sharing Agreement with Midco and approve the payment of the broadband expansion project cost-sharing invoice in the amount of \$5,000.00 by: Goldsmith/Hassett In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Snow Removal Policy

The revised Snow Removal Policy was presented to the board for approval and adoption. The policy was previously reviewed by the Policy Committee. Supervisor Ellinger asked that item XI wording be changed to state “the use” of ice control products.

Motion/Second to adopt the revised Snow and Ice Removal Policy with a revision date of May 24, 2023 and the change in wording to “the use” in item XI by: Goldsmith/Ellinger In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Website Policy

The Web Content Policy was presented to the board for approval and adoption. The policy was previously reviewed by the Policy Committee.

Motion/Second to adopt the Web Content Policy with an adoption date of May 24, 2023 by: Felber/Ellinger In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Board Compensation

Motion/Second by: Goldsmith/Felber

That supervisor and officer compensation be established at the following levels:

Meeting type	Position	Compensation
Regular and special board meetings	Supervisors and officers	\$70 per meeting
Annual road tour	Supervisors and officers	\$70
Local Board of Adjustment	Supervisors and officers	\$70
Policy and Building Committees	Supervisors	\$50 per meeting
Policy and Building Committees and Other Board Committees	Clerk and Treasurer	Hourly rate with one hour minimum
Other board committees	Appointed supervisor committee members and alternate supervisor member (if required to make quorum of two supervisors)	\$50 per meeting
Sherburne County Association of Townships	Supervisors and officers	Hourly rate
Annual joint community meeting	Supervisors and officers	Hourly rate
Comprehensive land use meetings (Sherburne county)	Supervisors and officers	Hourly rate
MAT and Couri and Ruppe training sessions	Supervisors and officers	Hourly rate
Other board-approved meetings or events	Supervisors and officers	Hourly rate

That approval for compensation under the “Other board-approved meetings or events” category may be sought before or after the meeting or event;

That any supervisor or officer may decline to accept compensation for any meeting or event attended or may elect to accept compensation at the position’s established hourly compensation rate if that election results in lower compensation;

That the compensation schedule established by this motion supersedes any previous board action on the subject.

Supervisor Adams stated that he has issues with this compensation scale. Adams would like to see a flat rate monthly meeting compensation rather than a per meeting compensation rate. Supervisor Felber stated that this compensation method, as presented, aligns with the amount that was budgeted for supervisor compensation. This compensation change comes in close to what was approved for the supervisor’s payroll budget. Supervisor Hassett was concerned about the amount of township overhead for the size of the township in comparison to other townships. Supervisor Ellinger stated that he does not consider serving as a township supervisor a job so much as he considers it community payback and being involved in the community. Ellinger suggested that if the township goes to a flat compensation rate, a supervisor must attend at least one meeting to receive compensation for that month. Supervisor Goldsmith stated that a policy can dictate how and why a supervisor gets paid. Supervisor Felber stated that the electorate approved the 2024 levy which was based on projected 2024 administration costs, which included the increased supervisor’s compensation amount. Felber also noted that supervisor compensation would likely come in under budget in 2023 as many supervisors do not ask for compensation, however, she would like to be compensated.

Vote on motion on the floor:

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

Motion/Second to go to adopt a flat compensation for supervisors of \$150 per month for meetings, that the supervisor can attend as many meetings as they so choose, and that a supervisor must attend at least one meeting a month to receive the monthly compensation by: Adams/Ellinger.

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

Motion/Second to override any existing policy and approve a \$20 hourly rate plus mileage for training provided by Couri and Ruppe, MAT and Board of Equalization by: Goldsmith. Motion withdrawn.

After discussion, it was agreed that, based on existing reimbursement rates that were approved at the January reorganizational meeting, a supervisor can request compensation for training (MAT, Legal Seminars, Equalization, etc). at the \$20 hourly rate, mileage and meeting cost and the effective date is June 1st, 2023.

Town Hall Building Project

Bid Opening

The town hall bid opening date is scheduled for June 8th at 2PM at Orrock Town Hall. There are 12 companies that have received the bid packages.

Motion/Second to hold a special meeting on June 14th at 7PM to review bids and determine next steps by: Adams/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Demolition Proposals

Clerk Weber presented the demolition proposals to the board. Eight proposals were received. The lowest proposal was received from G & M Outdoor Services in the amount of \$16,450.00, which included asbestos testing. These proposals will be considered at the June 14th special meeting.

Compaction Testing

Clerk Weber presented quotes for compaction testing, which need to be completed during the backfilling of the demolition project. Quotes were received from Chosen Valley Testing, American Engineering Testing and Independent Testing Technologies. Chair Adams will reach out to the companies that provided quotes and will make a recommendation at the June 14th special meeting.

Audio/Visual Equipment Disassemble

Clerk Weber presented quotes from Johnson Digital Solutions and Security and Sound Company for dismantling and re-installation of the town hall audio visual equipment and recommended that the board approve the estimate from Johnson Digital Solutions at the special meeting on June 14th. The quote from Johnson Digital Solutions to remove the existing system is \$500.00 and the quote to reinstall is \$1,000.00 for a total cost of \$1,500.00.

Updated Budget

Clerk Weber presented an updated building project budget to the board. Chair Adams noted that the asphalt budgeted amount is optional.

To Do List

An updated to-do list was presented to the board. Clerk Weber asked the board to review the list and make any additions or changes that they see fit. Weber asked the board for permission to recycle an old printer and the old treasurer's laptop. West Metro Recycling will take the items and include them in the Orrock Township recycle day items.

Motion/Second to direct the clerk to recycle the old printer and treasurer's laptop with West Metro Recycling by: Ellinger/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Recycle Day Recap

Clerk Weber told the board that recycle day went well. The street was clear at 9:30 and the driveway was clear at 10:00. 243 residents were served at the 2023 recycle day on May 21st with 47 Orrock Township residents attending. The people representing Orrock Township were Supervisors Ellinger and Goldsmith, Treasurer Arnold and Clerk Weber. Weber thanked Supervisors Ellinger and Goldsmith and Treasurer Arnold for their volunteer service. Without volunteers, the township would not receive grant money for recycle day.

Roads

2023 Road Tour Report

Chair Adams presented the 2023 Road Tour Report to the board. There are potholes, items in the right-of-way and tree trimming that needs to be completed. There are also downed trees on private properties and Clerk Weber will send letters to those property owners.

Chair Adams told the board that he received a quote of \$155 per infrared mold from Erickson Asphalt and the price Omann Brothers was \$125 for a 4x4 patch and Erickson Asphalt does a 4x7 patch. Chair Adams asked that the board approve up to \$5,000 for asphalt repairs.

Motion/Second to approve up to \$5,000 to have Erickson Asphalt repair potholes by: Adams/Ellinger. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

There are tree stumps that need to be removed from the right-of-way in Ann Lake area. These can be removed when the tree trimming is completed in the fall. Clerk Weber will contact the two property owners.

Clerk Weber will contact Sherburne County Planning and Zoning regarding possible businesses that are operating on residential properties.

Drainage Issues in 189th

This item will be on next month's agenda.

Road Construction Update / Pay Voucher 1

Kevin Kruger presented pay voucher 1 from Park Construction in the amount of \$281,239.86 for the street improvements project. Kruger stated that most of the project work has been completed. There is one driveway that needs to have gravel added to it. The road improvement project came in under budget. Chair Adams noted that when they were on the road tour, they noted that there were shoulders that were not compacted. Kevin Kruger will confirm that the shouldering work has been completed.

Motion/Second to approve the street improvements pay voucher number 1 to Park Construction in the amount of \$281,239.86 by: Adams/Felber. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Kevin Kruger told the board that the Pavement Management Plan will be scheduled at the end of May.

Supervisor Updates / Committee Reports

Supervisor Adams - None

Supervisor Ellinger - None

Supervisor Felber - None

Supervisor Goldsmith - None

Supervisor Hassett told the board that there are continued problems with items in the right-of-way on 183rd going into the cul-de-sac by Shores of Eagle Lake. He suggested that a barrier be put up to block the road right-of-way

so that the items can no longer be parked in the right-of-way. The board will monitor the situation and review at next month's meeting.

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 \$27,582.27.

Motion/Second to approve routine claims in the amount of \$27,582.27 by: Goldsmith/Hassett. 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.

Supplemental Claims

Treasurer Arnold presented the board with supplemental claims in the amount of \$287,410.26. These claims were for the Midco Broadband cost share in the amount of \$5,000.00, the 2023 Road Project pay voucher 1 in the amount of \$281,239.86, ECM Publications in the amount of \$639.20 and the Patriot News in the amount of \$531.20.

Motion/Second to approve the supplemental claims in the amount of \$287,410.26 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.

Payroll Claims – May 2023

Treasurer Arnold presented the Board with the payroll claims in the amount of \$2,775.47 for the month of May.

Motion/Second to approve the May payroll claims in the amount of \$2,775.47 by: Goldsmith/Ellinger. 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: \$ 1,630,268.27. This amount included 4M fund balance.

Motion/Second to accept the April Cash Control Statement by: Goldsmith/Adams. 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 April 28, 2023, the Sherburne State Bank Checking was earning 1.41%, the Sherburne State Bank Debit Card Checking earned 1.40%, the money market account was earning 4.69%, the CD was earning 4.00%, and the 4M fund was earning 4.844%.

Motion/Second to transfer \$300 000.00 from money market account to the 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 April 30, 2023:

General Fund:	\$ 89,015.84	Road & Bridge:	\$ 618,301.78
Fire:	\$ 39,355.12	Capital Reserve:	\$ 417,002.17

ARPA Fund: \$ 361,466.88

Pine Crest Estates Escrow \$ 3,962.56

All remaining escrows are unchanged.

Driveway Escrows: \$ 21,000.00

SOEL Escrow: \$ 24,684.91

Motion/Second to accept the Treasurer's Report date ending 04/30/2023 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.

Report of April Sherburne State Bank Securities Pledge Validation

Treasurer Arnold presented the Report of April Sherburne State Bank Securities Pledge Validation to the board. The required pledge amount was \$1,168,293.59. The securities pledge amount was \$1,819,956.70 which was \$651,663.11 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.

2022 Audit Update

Treasurer Arnold told the board that the field audit has been completed and that no issues were found. The auditor will submit the 2022 financial reports to the state by the June 30th deadline. The audit report will be presented to the board at the June or July meeting.

Announcements

Clerk Weber Announced:

- June Board Meeting – Wednesday, June 28th @ 7PM
- Couri and Ruppe Township Legal Seminar – Thursday, June 1st – 9AM to 4PM – Albertville City Hall (Registration is closed)
- Bid Opening Date – Thursday, June 8th – 2PM, Orrock Town Hall

Motion/Second to adjourn the regular meeting by: Hassett/Adams. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Absent: None. Motion Passed, adjourning the Regular Monthly Meeting, on May 24, 2023 at 8:25PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 28th day of June 2023 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest:

Chris Weber, Town Clerk