



Regular Meeting
Wednesday November 29, 2023 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday, November 29, 2023 at the Zimmerman Livonia Fire Department, 26140 136th St NW, Zimmerman, MN 55398.

In attendance were Chair Bryan Adams, Anne Felber, Gary Goldsmith, Bob Hassett, Treasurer Janine Arnold and Clerk Chris Weber. Absent was Supervisor Paul Ellinger. Also, in attendance were Kevin Kruger - Town Engineer, Darryl Waletzko – Town Contractor, Sergeant Austin Turner, 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/Felber. In favor: Adams, 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 October Regular Meeting Minutes by: Hassett/Goldsmith In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sheriff's Report

October Sheriff's Report

Sergeant Austin Turner reported that there were 51 traffic stops in Orrock Township in October of 2023, compared to 69 traffic stops in October of 2022. There were 11 security checks and 8 medical calls. There will be a new patrol sergeant in Orrock Township and Sergeant Turner will forward the contact information to the clerk. Sergeant Turner will introduce the new sergeant at the December meeting.

Open Forum

Denna Mcelhaney, 25622 166th Street NW, asked when a streetlight is going to be installed at the intersection of CSAH15 and CSAH4. Clerk Weber stated that the county has the installation of that streetlight scheduled for some time in 2024.

Regular Business

Potential for Final Platting Outlot E, Fifth Addition, Heritage Trails – Bev Aubol/Nicole Ferrian

Bev Aubol asked the board if they would make an exception to the contingencies that are listed in the Orrock Township/Heritage Trails Developers Agreement limiting the platting of outlots within Heritage Trails development. Nicole Ferrian, Aubol's granddaughter, told the board that she wishes to develop Outlot E in Heritage Trails Fifth Addition so that she can live close to her family. Aubol and Ferrian are requesting to do a final plat on that lot. Supervisor Adams asked it if there is a plan to develop the remaining lots in the Heritage Trails development. Aubol replied that there are no further plans to build out the development.

Lynn Waytashek had told Bev Aubol that she should reach out to the township regarding the potential for Final Platting of Outlot E, Fifth Addition, Heritage Trails prior to beginning the process at the county. When the final plats for Heritage Trails 4th and 5th additions were presented for approval, they were approved with the following contingencies, which are in the developer's agreement:

1. No further platting be allowed until the roadway improvements for 246th Avenue NW from 190th Street NW to the west limits of Lot 1, Block 1, Heritage Trails Third Addition, PID 35-502-0105 are completed in accordance with the Township requirements.
2. No further platting be allowed until the roadway improvements of 190th Street NW to the north limits of Lot 1, Block 1, Heritage Trails Fifth Addition are completed in accordance with the Township requirements.

As he does not feel that there is a need to complete the development of those roads at this time, Supervisor Goldsmith would support developing and platting Outlot E, Heritage Trails Fifth Addition, for Aubol's granddaughter. Kevin Kruger stated that since the lot is an exchange within the family, he would have no opposition to the development of that lot. He also stated that the main purpose of requiring the completion of the extensions to 246th Avenue NW and 190th Street NW was to retain the value of the properties that would be on those roads. Outlot E is on a road that is already paved.

Motion/Second to notify the county that it is the consensus of the board that they would allow the limited plat of Outlot E in Heritage Trails Fifth Addition by Goldsmith/Felber. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

After-the-Fact Second Driveway Access Permit - 24672 187th Street NW – Justin Stark

Clerk Weber presented a driveway access permit from Justin Stark for a second driveway at his property located at 24672 187th Street NW. After being contacted by a realtor, Clerk Weber found that a driveway access permit was not applied for this second driveway - which had already been installed - and Weber contacted Stark regarding the need to apply for a second driveway permit. Bryan Adams, Road Authority, inspected the site and determined that a second driveway permit would need to be applied for and that the site required the installation of a culvert. The driveway and culvert were installed, prior to applying for an receiving a permit, but the existing culvert is not installed to township specifications. Justin Stark has completed the application for the second driveway and paid the required fees. Stark plans to re-install the culvert to township specifications. The Starks are closing on the sale of their home on Thursday, November 30th.

Motion/Second to approve the application for a second driveway access at 24672 187th Street NW by: Goldsmith/Felber. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

WSB 2024 Rate Schedule

Clerk Weber presented the WSB 2024 rate schedule to the board. The 2024 rate increase is approximately 6%. Kevin Kruger told that board that, on road projects, WSB charges engineering fees of approximately 11%-12% on overlay projects and 15% on reconstruction projects. Those rates are quoted at an hourly not to exceed rate and those percentages rates are not expected to increase. Weber had reached out to townships in Sherburne County to find out what rates they are paying for engineering services. Many townships in Sherburne County are using Bogart-Pederson as their road engineer. Supervisor Adams feels that the township has a good working relationship with WSB and wishes to continue with WSB. Supervisor Goldsmith stated that WSB's estimates have generally come in good and recommended that the township continue to use WSB for engineering services. Supervisor Felber stated that she feels the board should use due diligence and have a discussion with Bogart-Pederson or other firms regarding rates and services. Supervisors Goldsmith and Adams stated that the road committee should contact other engineering firms next spring or summer, rather than at this time, as the board is moving forward with specifications for the 2024 road improvement projects.

Motion/Second to continue to use WSB for engineering services by: Goldsmith/Hassett. In favor: Adams, Goldsmith and Hassett. Opposed: Felber. Abstained: None. Motion Prevailed.

Township Drainage Lot in Eagle Lake Shores

The lot in Eagle Lake Shores that the township purchased last year had typically been used in that neighborhood for leaf and brush dumping. There are surrounding lots that are also used for that purpose. When Darryl Waletzko was completing tree trimming, he noted that the lot is continuing to be used as a dumping area for brush and trees and he is concerned that the culvert on the lot will get plugged up by the debris. Chair Adams recommended the placement of a “no dumping” sign on the lot. Clerk Weber presented a quote for a sign in the amount of \$41.84.

Motion/Second to purchase and install a “no dumping” sign at the lot at a maximum \$150.00 cost of by: Adams/Goldsmith. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

Town Hall Building Project

Construction Update

- Carpeting and kitchen tile are to begin on Thursday, November 30th
- Plumbing and HVAC inspection was completed on Wednesday, November 29th
- The punch-list walk through is scheduled for Thursday, December 7th
- Phone and internet are being installed on Thursday, December 7th
- The storefront doors will be completed the week of December 11th
- Door access, security system and audio-visual installation will be completed after the storefront doors are installed
- Furniture to be delivered the week of December 11th
- Need to move-in other furniture, schedule pick up of chairs and file cabinet from Sherburne County
- Insurance coverage – when complete – need to contact MATIT to increase coverage. What amount? Replacement cost at the township construction cost is approximately \$600,000.00

Supervisor Felber asked if there is a “break point” on insurance whereby the rate decreases.

Motion/Second to increase the insurance coverage on the town hall building to \$800,000.00 by: Goldsmith/Adams. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

Clerk Weber will contact MATIT after the punch-list walk through has been completed and will inquire about any insurance “break point”.

Purchase of Paper Towel Dispensers

Clerk Weber asked for authorization to purchase two EnMotion paper towel dispensers for installation in the restrooms at a maximum cost of \$200.00.

Motion/Second to approve the clerk to purchase two EnMotion paper towel dispensers at a maximum cost of \$200.00 and authorize the clerk to make payment on the debit card by: Goldsmith/Adams. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

Purchase of Outdoor Message Board

Clerk Weber asked the board for approval to purchase a 36” x 36” wall-mounted enclosed vinyl message board with a bronze aluminum frame at a maximum cost of \$700.00.

Motion/Second to approve the purchase a 36” x 36” wall-mounted enclosed vinyl message board at a maximum cost of \$700 and authorize the clerk to make payment on the debit card by: Goldsmith/Hassett. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

Motion to Move Regular Town Board Meeting Location

The new town hall will be able to be occupied by December, therefore the board must make a motion to move the regular town board meeting location back to the Orrock Town Hall location.

Motion/Second to designate the Orrock Township regular town board meeting location as Orrock Town Hall located at 26401 180th St NW, Big Lake, MN 55309 effective December 27th by Hassett/Goldsmith. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Electric Door Strike

Clerk Weber told the board that an electric door strike needs to be installed to allow access to the building. After discussion with the contractor and door company, it was determined that it would be best to have the door company provide the strike to ensure compatibility with the door hardware and lock. To keep the change orders to a minimum, the official change order will come through when the final costs for the potential deduct related to the \$5,000.00 testing and inspections allowance are received. The current deduct for testing and inspections is \$595.00.

Motion/Second to authorize the clerk to have the door company provide and install an electric strike at a cost of \$472.50 by: Goldsmith/Adams. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Project Budget

An updated project budget was presented to the board. The project budget estimate as of November 15, 2023 was \$751,349.53. The board is closely monitoring the budget. The total allowable budget, as approved by the electorate at the 2023 March annual meeting, is \$823,000.00.

Roads

2023 Township Road Certification

Clerk Weber told the board that the 2023 Orrock Township Certified Road Mileage is 46.71 miles. Yearly, the township must certify their road mileage with Sherburne County. The county sends the certifications to the state. The certified mileage is used to calculate the township's state aid. The mileage did not change this year but will change next year when the Pine Crest Estates West roads are accepted for maintenance by the township.

Resolution 2023-09 Resolution Temporarily Closing Certain Town Roads During Winter Months

Clerk Weber presented Resolution 2023-09 Resolution Temporarily Closing Certain Town Roads During Winter Months for consideration by the board. The resolution allows the board to temporarily close the portion of 180th Street NW (south of 262nd Avenue NW) that is posted as a minimum maintenance road. The resolution states that the portion of road shall be closed effective as of the date the Town Board orders barricades and proper signage to be placed on said roads and running until such time in the spring when the Town Board determines the roads are able or needed to accommodate traffic and orders the barricades and signs removed.

Motion/Second to adopt Resolution 2023-09 Resolution Temporarily Closing Certain Town Roads During Winter Months by: Goldsmith/Hassett. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Absent: None. Motion Prevailed.

Motion/Second that a barricade and a road closed sign be placed on 180th Street NW by: Adams/Hassett. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Absent: None. Motion Prevailed.

Pavement Management Plan

Kevin Kruger presented the Pavement Management Plan to the board. The township is doing an excellent job of maintaining the roads and are also doing a good job of maintaining the road and bridge fund budget and balance. The twenty-year road plan reports that annual budget of approximately \$1,050,000 is required over the next 20 years. Since the model includes 3% inflation, the average present value of the annual road improvements budget over the 20-year

analysis period is approximately \$780,000. The board will continue to levy the road and bridge fund at levels to maintain the necessary balance for future road and bridge projects.

Estimate of Professional Services Fee 2024 Orrock Township Drainage Study

Kevin Kruger presented a proposed scope of services, fee, and schedule for providing professional engineering services to complete a drainage study for three locations located within Orrock Township. The locations to be studied are:

- West Eagle Lake: East of 190th Street between 232nd Avenue and 234th Avenue
- East Eagle Lake: West of County Road 5 between 233rd Avenue and 235th Avenue
- North Lake Ann: South of 257th Avenue, between 164 ½ Street and 167th Street

The cost to provide the scope of services outlined in the proposal will be billed hourly, based on WSB's current hourly rates. WSB is proposing to complete the study for a cost not-to-exceed \$25,000.00.

Chair Adams would like to meet with Kevin Kruger to further discuss and refine the study proposal.

Motion/Second to table the proposal for the drainage study by: Felber/Hassett. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Absent: None. Motion Prevailed

Snow Removal Policy

Chair Adams reviewed the snow removal policy with the board. As a general rule, snowplows get dispatched after 2" of snow and snow removal, in most cases, does not begin until snowfall has stopped. Therefore, at times, roads get packed down prior to snow removal. Because of snowpack, it will be difficult to maintain ice-free roads. Adams requested that anybody with snow concerns or issues contact Clerk Weber or him so that they can address the concern. Weber, Adams and town contractor, Darryl Waletzko, are in constant contact during snow events.

Supervisor Updates / Committee Reports

- Supervisor Adams – None
- Supervisor Felber – County Legal Cannabis Meeting
- 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 \$241,870.44.

Motion/Second to approve routine claims in the amount of \$241,870.44 by: Goldsmith/Hassett. In favor: Adams, 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 October Claims Correction

Treasurer Arnold presented an October Claims Correction Memo to the board. In October, Clerk Weber submitted a debit card claim for stamps purchased in the amount of \$66.00. Arnold erroneously issued that claim as an expense reimbursement to Chris Weber (Check #11827), which was then cashed. This issue was detected when the clerk and treasurer were reconciling the Oct. 31 Sherburne State Bank statements to their CTAS systems. Chris Weber issued a check to Orrock Township on Nov. 1 for \$66.00 to reimburse for the erroneous payment (Receipt #897328).

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

Payroll Claims – November 2023

Treasurer Arnold presented the Board with the payroll claims in the amount of \$1,950.44 for the month of November.

Motion/Second to approve the November payroll claims in the amount of \$1,950.44 by: Adams/Goldsmith. In favor: Adams, 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: \$ 1,511,705.93. This amount included 4M fund balance.

Motion/Second to accept the October Cash Control Statement by: Hassett/Felber. In favor: Adams, 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 October 31, 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 5.12%, the CD was earning 3.938%, and the 4M fund was earning 5.321%.

Treasurer’s Report

Town Funds balances as of October 31, 2023:

General Fund:	\$ 139,804.69	Road & Bridge:	\$ 684,625.63
Fire:	\$ 58,581.71	Capital Reserve:	\$ 417,002.17
ARPA Fund:	\$ 33,072.03	Driveway Escrows:	\$ 18,000.00
Pine Crest Estates Escrow:	\$ 2,077.56	SOEL Escrow:	\$ 24,394.91

All remaining escrows are unchanged.

Motion/Second to accept the Treasurer’s Report date ending 10/31/2023 by: Felber/Hassett. In favor: Adams, 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 October Sherburne State Bank Securities Pledge Validation

Treasurer Arnold presented the Report of October Sherburne State Bank Securities Pledge Validation to the board. The required pledge amount was \$1,004,216.84 The securities pledge amount was \$1,625,664.51 which was \$621,441.67 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.

Transfer of Funds from the Checking Account to the Money Market Account

Treasurer Arnold requested that the board authorize the transfer of \$200,000.00 from the checking account to the money market account. The second payment for property taxes in the amount of \$470,690.32 will be deposited into the checking account on November 30th. Arnold also asked for approval to transfer \$1,000.00 from the checking account to the debit card checking account.

Motion/Second to direct the treasurer to transfer \$200,000.00 from the checking account to the money market account and transfer \$1,000.00 from the checking account to the debit card checking account by: Goldsmith/Hassett. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Announcements

Clerk Weber Announced:

- December Board Meeting – Wednesday, December 27th @7PM, Orrock Town Hall
- MAT Annual Conference – December 7-9, Rivers Edge Conference Center, St. Cloud
- Sherburne County SCAT Meeting – Wednesday, January 17th – Meal at 6PM, Meeting at 7PM, Sherburne History Center
- Joint Community Meeting – Thursday, January 18th @ 6PM – Big Lake City Council Chambers

Supervisor Felber suggested that an open house be held prior to the December meeting.

Motion/Second to approve an expenditure of up to \$1,000.00 for an ad in the paper and refreshments for an open house to be held on December 27, 2023 from 5PM to 7PM by: Goldsmith/Felber. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Kevin Kruger told the board that he would have the 2024 road improvement project plans and specs for presentation at the December meeting so that the ads can get published. The project would be awarded at the January 2024 meeting.

Motion/Second to adjourn the regular meeting by: Hassett/Goldsmith. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Absent: None. Motion Passed, adjourning the Regular Monthly Meeting, on November 29, 2023 at 8:06PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 27th day of December 2023 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk