



Regular Meeting  
Wednesday December 27, 2023 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday, December 27, 2023 at Orrock Town Hall, 26401 180<sup>th</sup> Street NW, Big Lake, MN.

In attendance were Chair Bryan Adams, Supervisors Paul Ellinger, Anne Felber, Gary Goldsmith and Bob Hassett, Treasurer Janine Arnold and Clerk Chris Weber. Also, in attendance were Sergeant Austin Turner, Sergeant Derek Barrett, five 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: Felber/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 November Regular Meeting Minutes by: Ellinger/Felber. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

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

#### **Sheriff's Report**

##### **November Sheriff's Report**

Sergeant Derek Barrett reported that there were 52 traffic stops in Orrock Township in November of 2023, compared to 68 traffic stops in November of 2022. There were 7 security checks and 9 medical calls. There was a rear-end accident at CSAH4 and CSAH15. There were no injuries in that incident. There was one stop-arm violation citation issued.

#### **Open Forum**

None

#### **Regular Business**

##### **Application for Exempt Gambling Premises Permit for a One-Day Event at The Getaway Bar – Ducks Unlimited Wigeon Chapter #309**

Barry Wendorf from the Ducks Unlimited Wigeon Chapter #309 requested the approval of an application for exempt gambling premises permit for a one-day fundraising raffle and bingo event to be held at the Getaway Bar on February 24, 2024. They have been a chapter for 15 years and are planning to hold their first bingo and raffle event at the Getaway Bar. They are expecting approximately 100 people to attend the event.

Motion/Second to approve the application from Ducks Unlimited Wigeon Chapter #309 for an exempt gambling premises permit by: Goldsmith/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

#### Call for Local Board of Appeal and Equalization Meeting

Clerk Weber asked the board to call for the Local Board of Appeal and Equalization meeting to be held on Wednesday, April 10, 2024 at 4PM.

Motion/Second to call for the Local Board of Appeal and Equalization meeting on Wednesday, April 10, 2024 at 4PM by: Ellinger/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

#### Hopes Up North Meetings

Prior to tearing down the town hall building, Hopes Up North had entered into a rental agreement for use of the town hall building on Tuesday evenings from 5:30PM to 7:30PM. Clerk Weber is requesting permission to contact Jennifer Morrison to allow use of the building beginning in January.

Motion/Second to direct the clerk to contact Jennifer Morrison / Hopes Up North to allow the use of town hall for meetings on Tuesday evenings beginning in January after the access system is installed by: Goldsmith/Hassett. In favor: Adams, Ellinger Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

#### Town Hall Lease Agreement

In the past, Orrock Township has allowed lease of the town hall facilities. A copy of the existing town hall lease template was presented to the board for review. The Big Eagle Lake Association and Shores of Eagle Lake Homeowner's Association, amongst others, have used the facility in the past. Supervisor Ellinger suggested that there be no fees for residents and a fee for non-residents for use of the facility. Supervisor Goldsmith agreed with the concept of renting out the facility. Clerk Weber will research other rental agreements. The existing agreement will be used until a revised agreement is agreed upon.

#### 2024 Election Information

Clerk Weber presented the following election information and dates to the board.

- Due to statute change, this will be the last year for the polling place designation unless it changes in the future.
- Presidential Nomination Primary – March 5, 2024 (Election judges must be appointed at least 25 days prior, they will be appointed at the January meeting)
  - a. Expenses for this election are to be reimbursed by the parties
  - b. Absentee voting @ Sherburne County begins January 19, 2024
  - c. Differences between this and typical elections
    - i. Major party preference must be given as there are separate ballots for each party.
    - ii. If the voter will not give their party preference, they will not be allowed to vote.
    - iii. By statute, the choice of the major party is private, EXCEPT, it will be shared with the chair of the major party selected by the voter after the election. Party chairs do not have any restrictions as to how they use the information beyond current laws.
    - iv. This selection is not part of voter registration record but will be a part of their voting history.
- General Election Primary – August 13, 2024 (Election judges must be appointed at least 25 days prior – they will be appointed at June meeting)
- General Election/Township Election – November 5, 2024 (Election judges must be appointed at least 25 days prior – they will be appointed at September meeting)

### January 2024 Newsletter

The board has sent out a newsletter in January, the past two years. Clerk Weber presented a preliminary township newsletter to the board and asked the board if they wanted to send out a newsletter after the January meeting. The estimated cost to print and mail the newsletter is approximately \$1,200.00 with the final cost to be determined.

Supervisor Ellinger suggested edits to a few items. Ellinger also suggested that the board confirm the 2024 meeting dates so that the newsletter could be mailed out in early January.

Motion/Second that the 2024 meetings dates for January through October be held on the fourth Wednesday of the month and the November and December meetings be held on the third Wednesday of the month by: Felber/Ellinger. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. All Regular Monthly Meetings will be held at the Orrock Town Hall, 26401 180thSt. NW, Big Lake, MN 55309 and will commence at 7:00PM.

Motion/Second to print and mail the 2024 Orrock Township newsletter with recommended edits at a cost not to exceed \$2,000.00 by: Adams/Goldsmith. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None.

### Town Hall Building Project

#### Change Order #4

Clerk Weber presented change order #4 to the board for consideration and approval. This change order is for the additional cost of the electric door strike (as approved at the November meeting), removing the \$5,000.00 landscaping allowance and a testing and inspections allowance deduction in the amount of \$595.00 for a total net reduction in the contract amount of \$5,122.50.

Motion/Second to approved Change Order #4 with a net reduction in the contract amount of \$5,122.50 by: Ellinger/Goldsmith. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

#### Construction Update

- Sherburne County authorized temporary certificate of occupancy on 12/15/2023
- Punch List items are being worked through
- Entry carpet yet to be completed
- Audio/Visual system was installed on Tuesday, December 19<sup>th</sup>
- Waiting for security system panel – door access/security system will be completed when that is received
- Grading needs to be completed at the south end of the parking lot
- Insurance coverage in the amount of \$800,000.00 was effective 12/15/2023

#### Mail Slots and Access to the Office

Discussion was held regarding the installation of mail slots and access to the clerk's and treasurer's office.

Motion/Second that access to the office be under the control of the clerk and the treasurer and if any board member needs access to the office, that access is to be arranged through the clerk or treasurer by: Adams/Hassett. In favor: Adams, Ellinger, Goldsmith and Hassett. Opposed: Felber. Abstained: None. Motion Prevailed.

#### Town Hall Open House

Chair Adams recommended setting the date of the open house date prior to the annual meeting. Supervisor Ellinger would like to have the open house be at a time for residents to come view, celebrate the new town hall and not have the open house tied to a meeting. Supervisor Goldsmith agreed with Supervisor Ellinger that the meeting should be held on a date separate from a meeting. Supervisor Felber believed that the open house should be held prior to a meeting to encourage attendance at a meeting.

The cost to run a 5" wide by 4" tall ad in the Patriot News is \$202.20 per issue. The board made edits to the open house ad.

Motion/Second to schedule the open house from 5PM to 7PM on the day of the annual meeting, March 12, 2024, approve the ad design, with changes, and approve the cost to publish the ad by: Goldsmith/Felber. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: Ellinger. Abstained: None. Motion Prevailed.

#### Replacement TV for Audio Visual System

The TV for the audio-visual system was damaged in one of the moves. There is a crack in the screen that made it inoperable. Chris Johnson, from Johnson Digital Controls recommended the purchase of a 75" Samsung TV. Best Buy had the television for sale on a one-day sale for less than Chris Johnson could get purchase the TV for. After discussing with the vice-chair and chair, Clerk Weber purchased and paid for the TV at a total delivered cost of \$590.55. The TV will be returned if the board does not approve the purchase.

Motion/Second to ratify the purchase of the replacement TV at a cost of \$590.55 and reimburse Clerk Weber for the cost of the TV by: Goldsmith/Adams. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Motion/Second to thank Chair Adams and Clerk Weber for the work that they have done on the building project and to pay \$1,000 to Clerk Weber and \$500 to Chair Adams by: Ellinger. Ellinger stated that he knew that Weber and Adams had not been charging for much of the time that they were putting into the project. Clerk Weber and Chair Adams respectfully declined the offer. Motion failed for lack of second.

#### Project Budget

An updated project budget was presented to the board. The project budget estimate as of November 30, 2023 was \$751,046.54. 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.

#### Cleaning by Options

Clerk Weber recommended that the board enlist the cleaning services of Options, Inc. on a once monthly basis. Their rate, which includes the services of four people, is \$44 per hour. Weber has a meeting scheduled on January 3rd with Options, Inc. to discuss their services. Supervisor Ellinger abstained on the vote due to the fact that he is on the Options, Inc. board.

Motion/Second to authorize the clerk to interview Options, Inc., if the interview is successful to retain Options, Inc. for cleaning services, and if there is a contract to sign that the contract is presented to the board by: Goldsmith/Hassett. In favor: Adams, Felber, Goldsmith and Hassett. Opposed: None. Abstained: Ellinger. Motion Prevailed.

### **Roads**

#### 2024 Road Construction Projects

Chair Adams presented Kevin Kruger's recommendations for the 2024 road projects. The WSB opinion of probable cost is approximately \$483,083.83 which includes \$51,758.98 in engineering fees. The following roads are scheduled for overlays: 161<sup>st</sup> Street from the cul-de-sac to 255<sup>th</sup> Avenue, 162<sup>nd</sup> Street from the cul-de-sac to 255<sup>th</sup> Avenue, 255<sup>th</sup> Avenue from 164<sup>th</sup> Street to the cul-de-sac and 180<sup>th</sup> Street from 263<sup>rd</sup> Avenue to the cul-de-sac. The bid opening date is scheduled for January 23, 2024.

Motion/Second to approve the 2024 road projects and authorize WSB to advertise for bids for the 2024 road projects for bid awarding at the January meeting by: Goldsmith/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

#### **Supervisor Updates / Committee Reports**

Supervisor Adams – Adams and Clerk Weber attended the MAT meeting. Townships are having a difficult time retaining auditors. There was good discussion on traffic control and road rights-of-way.

Clerk Weber – Weber and Chair Adams had talked with Advocates for Health regarding outdoor AEDs. Weber asked the board if they would like Joel Vogel from Advocates for Health to make a presentation to the board. The board will review this at a future meeting.

- Supervisor Ellinger – None
Supervisor Felber – None
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 \$142,614.73.

Motion/Second to approve routine claims in the amount of \$142,614.73 by: Ellinger/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.

Motion/Second to approve the supplemental claim in the amount of \$590.55 to reimburse Clerk Weber for the purchase of the TV by: Goldsmith/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

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

Payroll Claims – December 2023

Treasurer Arnold presented the Board with the payroll claims in the amount of \$3,518.19 for the month of December.

Motion/Second to approve the December payroll claims in the amount of \$3,518.19 by: Felber/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: \$ 1,905,362.41. This amount included 4M fund balance.

Motion/Second to accept the November 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 November 30, 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 5.12%, the CD was earning 3.938%, and the 4M fund was earning 5.318%.

Treasurer’s Report

Town Funds balances as of November 30, 2023:

Table with 4 columns: Fund Name, Amount, Category, Amount. Rows include General Fund, Fire, ARPA Fund, Road & Bridge, Capital Reserve, and Driveway Escrows.

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 11/30/2023 by: Felber/Goldsmith. 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 November Sherburne State Bank Securities Pledge Validation

Treasurer Arnold presented the Report of November Sherburne State Bank Securities Pledge Validation to the board. The required pledge amount was \$1,432,667.90. The securities pledge amount was \$1,642,444.75 which was \$209,776.85 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 Money Market Account to the Checking Account

Treasurer Arnold requested that the board authorize the transfer of \$150,000.00 from the money market account to the checking account.

Motion/Second to direct the treasurer to transfer \$150,000.00 from the money marketing to the checking account by: Goldsmith/Ellinger. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Announcements

Clerk Weber Announced:

- January Board / Reorganizational Meeting – Wednesday, January 24<sup>th</sup> @7PM, Orrock Town Hall
- Sherburne County SCAT Meeting – Wednesday, January 17<sup>th</sup> – Meal at 6PM, Meeting at 7PM, Sherburne History Center
- Joint Community Meeting – Thursday, January 18<sup>th</sup> @ 6PM – Big Lake City Council Chambers
- PNP Election Judge Training is in January

Motion/Second to adjourn the regular meeting by: Hassett/Felber. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Absent: None. Motion Passed, adjourning the Regular Monthly Meeting, on December 27, 2023 at 8:24PM.

Respectfully Submitted,  
Chris Weber  
Town of Orrock, Clerk

Accepted this 24<sup>th</sup> day of January 2024 by the Orrock Township Board of Supervisors.

\_\_\_\_\_  
Bryan Adams, Chair

Attest: \_\_\_\_\_  
Chris Weber, Town Clerk