



Regular Meeting
Wednesday May 20, 2020- 7:00PM

The Orrock Township Board met in regular session, on Wednesday May 20, 2020, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Corrie Silverberg, Supervisors Bryan Adams and Paul Ellinger and Clerk Brenda Kimberly-Maas. Also in attendance were Deputy Clerk Chris Weber, Darryl Waletzko – Town Contractor and one audience member. Tele-conferencing into the meeting were Treasurer Gary Goldsmith and Supervisor Eric Peterson and Town Engineer Mike Nielson. Absent was Supervisor Bob Hassett. Roll call was taken by Chair Silverberg.

A quorum was present, the meeting was called to order by Chair Silverberg, at 7:00PM and the Pledge of Allegiance to the United States of America was recited.

Meeting Agenda Approval

Chair Silverberg added under Roads, 5C, discussion of the change order from OMG Midwest for the addition of the 255th Avenue NW Reclamation and Paving Project.

Motion/Second to accept the revised agenda by: Adams/Silverberg. In favor: Adams, Ellinger, Peterson & Silverberg. Opposed: none. Abstained: None.

Motion prevailed, and the meeting proceeded in accordance with the revised agenda.

Approval of Meeting Minutes

Motion/Second to approve the April Regular Minutes by: Ellinger/ Silverberg. In favor: Adams, Ellinger & Silverberg. Opposed: none. Abstained: Peterson. Motion Prevailed.

Sheriff's Report

No report was given

Open Forum

There were no open forum items.

Clerk's Business

North Metro Animal Control Contract

Supervisor Ellinger presented the North Metro Animal Control Contract that was approved by North Metro Control. There were two addendums to be discussed - a Kennel Licensing Inspection Addendum (A1) and Dangerous Dog Registration Addendum (A2). Clerk Kimberly-Maas informed the board that Sherburne County Planning and Zoning performs the kennel licensing inspections, therefore the Kennel Licensing addendum is not needed. Brenda was not sure if Sherburne County does the Dangerous Dog Registration. Supervisor Ellinger suggested that the board sign the contract as is without the addendums and confirm whether Sherburne County performs dangerous dog registration. If the Dangerous Dog Registration addendum is needed, the addendum will be placed on the June agenda.

Motion/Second to approve the North Metro Animal Control Contract, without addendums by: Silverberg/Adams. In favor: Adams, Ellinger, Peterson & Silverberg. Opposed: None Abstained: None Motion Prevailed.

Town Hall/BLFD Substation

Chair Silverberg informed the board he had attended two Big Lake Fire Department Sub-Station meetings. The possibility of building a combined Sub-Station and Orrock Town Hall on the current town hall property was brought up in discussions. In the proposed sub-station project, the current town hall would be razed, and a 3-bay fire hall combined with a town hall and meeting space would be built. At the last Big Lake Fire Board meeting the decision was made to gather pricing for the building and then decide on whether to pursue the joint project. Corrie stated that Morton Buildings, Ken Geroux and Structural Buildings were contacted for building quotes. Once those prices are received, a decision will be made on the feasibility of the project. Clerk Kimberly-Maas informed the board that the Town of Big Lake and City of Big Lake own the fire department, including the building and equipment. If the BLFD helps fund a building, those entities would then be part owners of the building. Brenda also noted that there are a lot of factors that should be considered in making any decision on the joint project. Corrie also stated that the fire department thought that the property would be a good location for a sub-station and that his initial reaction was that this might be a viable solution to building the needed town hall space. Treasurer Goldsmith noted that the sub-station would be in the ZLFD service area. Supervisor Adams stated that it is the township's decision as to where the individual fire department services areas are. Chair Silverberg's opinion is if response time can be decreased for township residents, that would be a positive, but the costs would need to be weighed into any decision. The board agreed that there are many factors to be considered prior to making any decision on whether to move forward.

Elections – Judges and PPE

Clerk Kimberly-Maas informed the board that, at this time, there are no definite COVID-19 guidelines in place for the August Primary and November General elections. She noted that her concern is for the safety of the election judges. She had declined the county's offer to purchase plexiglass shields through the county, as the plexiglass is not a good option for the election table setup in Orrock Township. Brenda's suggestion was to construct a frame and attach vinyl to that frame. This would be more feasible for the transfer of poll pads between the election judge and voter. She also noted that the board may have to consider moving the elections into the shed, which would require heating of the shed. Supervisor Ellinger had asked if it would be feasible to wear a clear face shield and Brenda noted that it would be difficult for the judges to wear a mask all day. Clerk Kimberly-Maas suggested offering disposable gloves for the voters to wear. Brenda will continue to monitor the distancing and safety guidelines and will update the board.

Clerk Kimberly-Maas will contact the current election judges regarding any concerns and suggestions that they may have. Due to the need for more election judges, Brenda will send out a flyer to residents indicating the need for election judges.

Recycle Day Recap

Clerk Kimberly-Maas reported that the May 16th recycle event went well and reported that 80 Orrock Township Residents, 96 Big Lake Residents and 166 Big Lake Township residents attended the event. There were also three attendees from outside the area, two from Zimmerman and one from Elk River. She also stated that the attendees were grateful that the event took place. Within the next two weeks, the reporting and numbers will be completed to turn in for reimbursement. Brenda told the board that there were two ammonium refrigerators that came in and that the minimum cost to dispose of those is \$225. Brenda also reported there were approximately 100 more attendees than there were in 2019. Clerk Kimberly-Maas thanked Supervisors Ellinger and Silverberg and Deputy Clerk Weber for assisting at the event.

Sand Dunes Spirits – Tobacco License Renewal

Clerk Kimberly-Maas presented an application for Tobacco License Renewal from M & A Liquor Sales, LLC DBA Sand Dunes Spirits. She also informed the board that there have been no reports of any issues with Sand Dunes Spirits tobacco sales.

Motion/Second to approve the Sand Dunes Spirits Tobacco License Renewal by Adams/Ellinger. In favor: Adams, Ellinger, Peterson & Silverberg. Opposed: None Abstained: None Motion Prevailed.

Tax Forfeiture Property

Clerk Kimberly-Maas presented a notice of tax forfeiture for parcel ID 35-43-0030, Outlot C in the Sherwood Woods Second Addition. The board has the option to acquire the parcel. If the township declines the property, a closed bid sale will be offered to the adjacent property owners.

Motion/Second to decline the acquisition of parcel ID 35-43-0030 by Ellinger/Adams. In favor: Adams, Ellinger, Peterson & Silverberg. Opposed: None Abstained: None Motion Prevailed.

Roads

Road Tour Report

Supervisor Adams informed the board that the road tour was conducted by Chair Silverberg and Supervisors Adams and Ellinger on April 29, 2020 and presented the 2020 Orrock Township Road Tour Report. Supervisor Adams noted that there are a lot of potholes and that the asphalt is breaking off where the asphalt ends, and the shoulder starts.

Supervisor Adams informed the board that he and Darryl Waletzko were looking into the cost of purchasing a blade for Darryl's bobcat. Darryl stated that the cost for the blade is \$10,000 and Bryan asked Darryl if he would like to pursue the purchase. Darryl stated that he has been looking for a road grader and that they are quite expensive. Darryl said that he is not opposed to purchasing a blade but needs to justify the cost. Supervisor Ellinger's concern is that the road grading was not completed last year and suggested that the board try to work out a financial option with Darryl. Supervisor Peterson will also check with people that he knows regarding grading. Supervisor Adams stated that Sherburne County would do the grading as a last resort. Darryl will continue to research and hopes to have an option for the board by the June meeting.

Supervisor Adams told the board that muskrats have dug under the road on 253 ½ Ave NW, on the North side of Ann Lake, by the swamp. Darryl Waletzko will do repairs.

Bryan also noted the following items:

- 23682 183rd Street – Entrance to Shores of Eagle Lake. There is no sign there - just large rocks to block the road. Darryl Waletzko will put up a "No Entry" Sign at this entrance.
- 233rd Avenue and 146th Street – The garden posts are close to the road. The township had addressed this with the homeowner; however, the posts have not been moved.
- There are several properties that have excess junk, cars, and boats on their properties. The county has been informed of these properties.
- 24143 183rd Street – There is a semi and many cars parked here. The homeowner does not have a permit.
- 229th Ave Town Road North – Supervisor Adams asked if the township could post 30MPH speed limit signs on roads going north from this road. Clerk Kimberly-Maas stated that there is state statute for criteria that needs to be met for the placement of speed limit signs and that when the signs were placed on the south Big Lake Township roads, the rules were different. It is not known if these roads ever had speed limit signs. Mike Nielson will review the roads to see if the roads meet the urban design criteria for road signs.
- Supervisor Adams asked why Orrock Township requires culverts when the county does not require culverts under approaches on their roads. Bryan would like this item to be placed on the June agenda.
 - Darryl's opinion is that the board should continue to monitor the need for culverts on a case-by-case basis and stated that is cheaper for the homeowner to put in a culvert than to have to repair a washed-out driveway.
 - Mike Nielson's opinion is that putting in culverts eliminates run-off into the roads and that there is not a lot of engineering involved in installing the culverts. He also noted that the benefit of not installing culverts is the benefit of water re-charge but that could be accomplished by raising the culverts. Mike Nielson stated that it would be worth looking into further, but he is not yet

ready to forego installing culverts in the township. He also noted that in new subdivisions, the township could require their engineer determine the need for culverts.

The 2020 Road Tour Report will be included, as an attachment, at the end of the Regular Meeting Minutes.

Spring Weight Limit Signs and Temporary Bases

Supervisor Adams presented the list of weight limit sign recommendations that he and Darryl Waletzko compiled. Supervisor Adams recommended placing permanent signs, rather than temporary signs.

Mike Nielson stated that most roads are rated for 7-ton and should be 5-ton during road restrictions.

Darryl Waletzko showed the board the signs that are placed on Sherburne County roads coming into Orrock Township. These signs state that township road limits are 7-ton with a 5-ton limit during restrictions. Supervisor Ellinger asked if the township could place these signs on the roads, rather than placing temporary signs. Eric Peterson agrees that this would be the best way to go. Clerk Kimberly-Maas noted that 233rd Avenue's agreement states that road needs to be a 10-ton road. Mike Nielson recommended putting a 10/7-ton sign on that road. On the attached list, items 1 & 2 will have 10/7-ton road signs, item 3 will remain 5-ton, all other locations will be 7/5-ton. Bryan will update the spreadsheet to reflect approved recommendations.

Motion/Second to remove/locate weight limit signs per the presented spreadsheet by Adams/Ellinger. In favor: Adams, Ellinger, Peterson & Silverberg. Opposed: None Abstained: None Motion Prevailed.

Spring Road Projects Discussion and Change Order from OMG Midwest

Mike Nielson presented Change Order No. 1 for the addition of 255th Ave NW Reclamation and Pave. The net change for this order is \$65,379.97. Supervisor Ellinger noted that at the April meeting, the board approved a change order for an amount not to exceed \$71,000 therefore, no action is needed. The change order will be signed.

Mike Nielson informed the board that the road projects were to begin on Tuesday, May 26th with an anticipated end date of June 9th. Following that will be another week of shouldering and cleanup.

Supervisor Ellinger asked Mike Nielson had reviewed any of next year's projects. Mike stated that there is an opportunity to move forward on those projects at a reasonable price and should have more information at June's meeting.

Clerk Kimberly-Maas also noted that, due to Covid-19, Sherburne County tax collections may fall below the projected amount. Treasurer Goldsmith stated that projected cash flow should be a deciding factor in a decision on whether to move forward.

Supervisor Ellinger stated that the board should keep an eye out for any possible federal government funding stimulus money that may become available to the township.

Supervisor Updates / Committee Reports

Supervisor Ellinger reported that the ZLFD held a special meeting on 5/20 to discuss the ZLFD fire hall project. They will be getting Guaranteed Maximum Pricing (GMP) on the project and they are working on a 20-year financial agreement between the City of Zimmerman and Livonia Township.

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

Motion/Second to approve routine claims by: Ellinger/Silverberg. In favor: Adams, Ellinger, Peterson & Silverberg. Opposed: none. Abstained: None. Motion Prevailed.

Payroll Claims – May 2020

Treasurer Goldsmith presented the Board with the payroll claims for the month of May.

Motion/Second to approve payroll claims by: Silverberg/Adams. In favor: Adams, Ellinger, Peterson & Silverberg. Opposed: none. Abstained: None. Motion Prevailed.

Treasurer's Report

Town Funds balances as of April 30, 2020:

| | |
|---------------------------|-------------------------------|
| General Fund: \$76,617.04 | Road & Bridge: \$801,905.76 |
| Fire: \$53,382.90 | Capital Reserve: \$195,373.68 |

State Park Roads: (\$7,621.75) The last reimbursement reports have been submitted for this fund.

All escrows are unchanged, except for the Warnke escrow.

Motion/Second to accept the Treasurer's Report date ending 04/30/2020 by: Ellinger/Adams. Approved by: Adams, Ellinger, Peterson and Silverberg. Opposed: None. Abstained: None. Motion Carried.

Cash Control Statement and Investment Update

Treasurer Goldsmith presented the Board with the Cash Control statement. Ending cash balance after reconciling the books with the bank statements: \$ 1,264,388.87. Total interest received for the month was \$1,368.48. This amount included 4M fund balance information.

Motion/Second to accept the April Cash Control Statement: Ellinger/Silverberg. Approved by: Adams, Ellinger, Peterson and Silverberg. Opposed: None. Abstained: None. Motion Carried.

Authorization for Contractor to Use Township's Account at Waste Management Landfill

Treasurer Goldsmith had informed the board that the township has an account at the Waste Management landfill and requested that the board provide authorization for Darryl Waletzko, LLC to use the township's account at the landfill.

Motion/Second to authorize Darryl Waletzko, LLC and any Orrock Township Official to use the Orrock Township account at the Waste Management Landfill by Adams/Silverberg. Approved by: Adams, Ellinger, Peterson and Silverberg. Opposed: None. Abstained: None. Motion Carried.

Accounting Adjustments

Treasurer Goldsmith presented an accounting adjustment memorandum to the board. This adjustment recoded expenses related to the PNP. This memo is included, as an attachment, at the end of the minutes.

Motion/Second to approve this accounting adjustment by Silverberg/Adams. Approved by: Adams, Ellinger, Peterson and Silverberg. Opposed: None. Abstained: None. Motion Carried.

Review of 2019 Road Project Costs

This item was deferred to the June meeting.

Gopher Update

Treasurer Goldsmith reported that three gophers were trapped in May - one in the yard and two in the road materials storage area.

Warnke Escrow

Treasurer Goldsmith advised the board that Tom and Heidi Warnke's initial escrow payment was \$750 and the total charges against this escrow are \$781.25. Treasurer Goldsmith and Clerk Kimberly-Mass recommended that the board waive collection of the \$31.25 overage.

Motion/Second to waive collection of the \$31.25, move this charge from the Warnke Escrow to the Roads and Bridge Fund and keep the escrow account active by Ellinger/Silverberg. Approved by: Adams, Ellinger, Peterson and Silverberg. Opposed: None. Abstained: None. Motion Carried.

Announcements

There were no announcements.

Adjournment

Motion/Second to adjourn regular meeting by: Adams/Ellinger. In favor: Adams, Ellinger, Peterson & Silverberg. Opposed: none. Abstained: None.

Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday May 20, 2020 at 8:51PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Deputy Clerk

Accepted this 17th day of June 2020 by the Orrock Township Board of Supervisors.

Corrie Silverberg, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk

2020 Orrock Township Road Tour Report

Road tour was conducted on April 29, 2020 by Cory Silverberg, Paul Ellinger and Bryan Adams

Pot Holes

1. 180 St north of town hall 5 PO
2. 261 Av and 191 St
3. 256Av & 165 St
4. 259Av & 189 St 2 PO
5. 258 Av & 187 St End of road is a trough
6. 23772 191 St
7. 18220 233 ¾ Av
8. 253Av & 180 St
9. End of 180 St
10. 16129 238 St
11. 253 Av & 180 St What about R/W
12. 233 Av passed 146 St ?

Shouldering

1. 259Av & 189 St Add gravel at inside corner
2. 189 St CR 4
3. 245Av & CR 75
4. 244Av & 187St
5. 236 Av & 191 St
6. 23660 183 St
7. 234 Av & 177 St
8. 23660 180 St
9. 254St & 165 Av N of Lake Ann public access
10. 150 St & CR 4 edge from 4 wheelers
11. 263Av & 147 St
12. 14792 267 St
13. 248 Av & 165 St by Line Av
14. 232 Av & 169 St
15. 17225 232 St
16. 23097 174 St

Tree Trimming

1. 18979 232 Av
2. 182 St East of Eagle Lake West of CR 5 Area first trimmed
3. 17613 234 Av cul de sac trim tree at sign
4. 168 St south CR 4
5. 165 St in Ann Lake area , 164 ½ 253 1/2 Area first trimmed
6. 268 Av & 150 St west of CR 15
7. 268Av & 147
8. 233Av east of CR 15

Gravel Road

1. 235 Av and 189 St east of Cd 75
2. 234 AV at 189 St and 188 St
3. 232 Av 189 St
4. 180 St south of Cd 4
5. 245 Av west of 189 St

Miscellaneous

1. End of 261 west of Cr 5 Lot full of junked cars
2. 16721 256 Av much junk and boats
3. 169 ½ north of 25430 Excess junk
4. 25436 167 St Excess junk
5. 25457 167 St Excess junk
6. 16680 254 Av Excess junk
7. 16587 253 Av Concrete
8. South of 25471 & 165 St Excess cars
9. 239 Av & 170 St Steel posts in R/W
10. 233 Av & 183 St Junked cars and boats
11. 23682 183 St entrance to Shores No sign just large rocks to block road
12. 24143 183 St Semi with many cars Check IUP or CUP
13. 15890 255 Av (Daryl W) Check IUP CUP
14. 25174 Cr 5 -- ask about status of earthwork with no permit, many cars, no culvert. **County does not require culverts under approaches off co. roads on steep grade. Why does Orrock township require culverts under all approaches ?**
15. 233 Av & 146 St garden and posts close to road Have addressed before with no results
16. Add 30 MPH signs to side roads going north from 229 Av town road
17. 17028 262 Av north of Cr 4 Road in tough shape

Orrock Township Weight Limit sign Recommendations

Daryll Waletzko and Bryan Adams met to discuss the possible location of road weight limit signs and recommend the following locations.

| Item | Location | Existing | Remove | Locate |
|------|---|----------|--------|--------|
| 1 | 233 Av from Cr 15 east to BL township line upgraded to 10 ton road 233 Av at Cr 15 233 Av at BL township Line | | X X | |
| 2 | 168 St from Cr 4 south to 257 Av upgraded to 10 Ton road 168 St at Cr 4 168 St at 257 Av 257 Av at Cr 15 | | X | X X |
| 3 | 243 Av at Becker town line 243 Av west of Cr 75 | X | | X |
| 4 | 243 Av east of Cr 75 185 St at Cr 5 | | | X X |
| 5 | 241 Av at Cr 75 241Av at Cr 5 | | | X X |
| 6 | 235 Av at Cr 15 Svea Hill Church 235 Av at 238 Av Fire road | | | X X |
| 7 | 229 Av at Cr 43 Town line verify with Big Lake Township 229 Av west end Town line verify with Big Lake township | | | X X |
| 8 | Other Locations where residence bring home loaded semi | | | ? |



Date: May 17, 2020

To: Accounting change file; Supervisors

From: Gary Goldsmith, Treasurer

Re: April - May 2020 accounting changes

In the process of reconciling the clerk's records with CTAS records for the purpose of seeking reimbursement of the costs of the 2020 presidential primary election, I recognized that the account numbers and object codes I had developed to account for those costs were not the best option. As a result, I recoded costs of the presidential primary election to an improved structure.

These adjustments do not affect any total dollar amounts. Additionally, these changes do not change the fact that all election costs are paid from the town's general fund.

Originally I had accounted for the federal election's disbursements using the Elections account and creating separate object codes for the federal elections categories. The revised accounting approach uses a new Presidential Primary Election account and codes disbursements using our already existing object codes. The dedicated federal election object codes were deleted.

Additionally, the clerk and I recognized that certain of the clerk's time would not be reimbursable. Also, there was a small addition to the amount of deputy clerk time that could be charged to the federal election. The clerk made these adjustments in the submission of amounts for reimbursement, but I did not change them in the payroll accounting system because the CTAS application does not provide an easy way to make such a change to a payroll that was already processed. As a result, the CTAS report for the federal election does not balance to the clerk's submission without doing a manual reconciliation for those payroll adjustments.

I could make those adjustments in the CTAS system should the Board wish. I estimate that the work would take about two hours because of the need to review and reconcile all of the changes that would be needed.

I request that the Board approve and ratify the changes described in this memorandum; that is, creation of a presidential primary election account and re-coding the 2020 presidential primary election costs (other than net payroll) to that account. The following motion would achieve that goal.

Moved,

That the Orrock Town Board does hereby ratify and approve those accounting changes described in the treasurer's memorandum of May 17, 2020.