



Regular Meeting
Wednesday December 16, 2020- 7:00PM

The Orrock Township Board met in regular session, on Wednesday December 16, 2020, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

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

A quorum was present, the meeting was called to order by Vice-Chair Bryan Adams, at 7:08PM and the Pledge of Allegiance to the United States of America was recited.

Meeting Agenda Approval

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

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

Approval of Meeting Minutes

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

Sheriff's Report

No sheriff's report was given

Open Forum

There were no open forum items.

Clerk's Business

Chair Corrie Silverberg Letter of Resignation - Acceptance

Clerk Kimberly-Maas presented a letter of resignation letter from Chair Silverberg. The resignation is effective 12/2/2020. Corrie is resigning due to a move out of Orrock Township. The board thanked Corrie for his service.

Motion/Second to accept Chair Silverberg's resignation by: Adams/Peterson. In favor: Adams, Ellinger, Peterson & Hassett. Opposed: none. Abstained: None Motion Prevailed.

Clerk Kimberly-Maas told the board that she asked township attorney Ruppe for clarification on the process to fill the vacancy. Bob Ruppe confirmed that the board can run with a four-member board until the position is filled. Corrie's current term will terminate on January 4th and the position will remain vacant until that date. On January 4th, Corrie will be ineligible to take his oath of office. The board can either appoint a person to the position via advertising and networking or hold a special election to fill the vacancy. The new supervisor's term will be up for election at the next general election in 2022. In 2022 there will be a special election to complete the four-year term through 2024. Clerk Kimberly-Maas recommended that the board interview and make an appointment to the position. A committee, consisting of the full board and town clerk, will vote to fill the position. Gregg Felber will take oath on January 4th, and, as a new board member, will be involved in the process. Vice-Chair Adams recommended that the township place an ad for

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the position and interview candidates in January. Supervisor Hassett agreed. Supervisor Ellinger is not in favor of a special election. A link to a basic application will be posted on the Orrock Township website, or the applicant can contact the clerk or deputy clerk for the application and further information. Applications will be sent to all board members for review.

Motion/Second to place an advertisement for the open supervisor position in The Patriot and the Star News the weeks ending the December 25th, January 1, and January 8 with applications due by January 12th by Ellinger/Peterson. In favor: Adams, Ellinger, Peterson & Hassett. Opposed: none. Motion Prevailed.

Supervisor Ellinger requested that the board schedule a special meeting to interview candidates. Any meeting that is scheduled must be open to the public.

Motion/Second to schedule a Special Meeting on January 14th at 7PM to interview candidates by: Ellinger/Hassett. In favor: Adams, Ellinger, Peterson & Hassett. Opposed: none. Motion Prevailed.

Appoint Board Chair - Action

Clerk Kimberly-Maas recommended that the board appoint a chair.

Motion/Second to appoint Bryan Adams as Orrock Township Chair by: Ellinger/Hassett. In favor: Adams, Ellinger, Hassett & Peterson. Opposed: none. Abstained: None Motion Prevailed.

Appoint Board Vice-Chair - Action

Chair Bryan Adams requested a motion by the board to appoint a vice-chair.

Motion/Second to appoint Paul Ellinger as Orrock Township Vice-Chair by: Peterson/Adams. In favor: Adams, Ellinger, Hassett & Peterson. Opposed: none. Abstained: None Motion Prevailed.

Call for Joint Community Meeting – Thursday, January 21, 2021 @ City of Big Lake Council Chambers

Clerk Kimberly-Maas presented a request to call for the for Joint Community Meeting on Thursday January 21, 2021 to be held in the City of Big Lake Council Chambers at 6:00PM.

Motion/Second calling for Joint Community Meeting on Thursday January 21, 2021 to be held in the City of Big Lake Council Chambers at 6:00PM by: Ellinger/Adams. In favor: Adams, Ellinger, Peterson and Hassett. Opposed: None. Abstained: None Motion Prevailed.

Security System Update

Deputy Clerk Weber told the board that the security system has been installed and some supervisors have been trained on how to use the security system. The security system will be armed once all supervisors have been trained.

A/V Installation Update

Deputy Clerk Weber informed the board that most of the A/V system has been installed. Yet to be installed are the large-screen TV, the camera and connecting the microphones and speakers to the system. The system should be completed within the month.

Office 365 Government Edition – Review/Action

Deputy Clerk Weber presented quotes from Sherburne County IT and NetVPro for facilitating the migration of the township email from GoDaddy to Office 365Government. The costs for conversion are as follows:

Cost per license: 2 - G3 \$20.00 month, 6 - G1 \$10.00 per month*. Annual Cost: \$1,200

Current Cost per license: 2 - \$15.99 per month, 6 - \$5.99 per month. Annual Cost: \$815.04

Additional Cost per Year: \$384.96

Estimated Cost for Conversion:

- Sherburne County IT: \$640
- NetPro: \$750

Office 365 Government plans are designed for the unique needs of government organizations. They provide all the features and capabilities of Office 365 services in a segmented government cloud community that enables organizations to meet U.S. compliance and security standards.

All users will have access to SharePoint for file sharing. (Through GoDaddy, only the Clerk and Deputy Clerk have access to SharePoint.) There will be 1TB of online storage per user for all users. (GoDaddy storage is only available to the Clerk and Deputy Clerk). The township will store files on SharePoint for easier access and viewing. The township will continue to have paper files.

Supervisor Ellinger asked if this would move the township to an electronic filing system. Clerk Kimberly-Mass noted that the board would have to make a motion to move to an electronic filing system. Deputy Clerk Weber responded that the township would begin setting up the online filing system in 2021 and this is the first step towards moving to online filing.

Deputy Clerk Weber noted that NetVPro has experience with GoDaddy conversions, whereas Sherburne County IT does not. Her recommendation is to use NetVPro to complete the migration and installation. The planned migration date will be around January 4, 2021, when the new supervisors/officers take office.

Supervisor Ellinger asked if Safari (on iPhones and iPads) would be compatible with SharePoint. Deputy Clerk Weber will confirm the compatibility with NetVPro.

Motion/Second to move from GoDaddy to Office365 Government and authorize Deputy Clerk Weber to sign the contract with NetVPro to complete the migration by: Ellinger/Hassett. In favor: Adams, Ellinger, Peterson and Hassett. Opposed: None Abstained: None Motion Prevailed.

Roads

Mike Nielson told the board that local road improvement grants are out for solicitation. The grants are due March 3rd and the cost to put together and complete application would be \$3,500 to \$4,000. Mike does not think that the township would have any projects that would meet the grant criteria (regional connection or safety improvement). Supervisor Adams noted that he and Mike had discussed, and they could not come up with any projects that would score high enough to be awarded a grant. The road committee will continue to research.

Supervisor Adams informed that board that the trees have been trimmed on 233rd.

Mike Nielson stated that he had originally anticipated a 12% increase in the future road budgets. Mike told the board that he re-evaluated the numbers and the 12% increase went down to 8%. He stated that the township should be looking at a smaller increase in the future. Mike will work with Treasurer Goldsmith to review the road budget numbers.

Supervisor Updates / Committee Reports

Supervisor Adams told the board that Treasurer Goldsmith and he have been completing driveway inspections and closing out old escrows. Bryan told the board that most of the old outstanding escrows have been released and thanked Treasurer Goldsmith for his work.

Supervisor Ellinger informed that board that ZLFD has not reviewed the Orrock Township fire contract and that they will begin the review of the ZLFD fire contract. Paul also noted that the fire hall/community center building should be completed in March, which is ahead of schedule.

Supervisor Adams asked if the township had received the executed Shores of Eagle Lakes (SoEL) snowplowing contract. Clerk Kimberly-Maas replied that Kevin Clark, from JP Homes, received the signatures from Bev Harvey and Kevin will return the executed contract to her. Brenda will let Darryl Waletzko know when the contract has been executed so that he can begin snowplowing the designated roads in that development.

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/Hassett. In favor: Adams, Ellinger, Hassett & Peterson. Opposed: none. Abstained: None. Motion Prevailed.

Payroll Claims – December 2020

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

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

Treasurer's Report

Town Funds balances as of November 30, 2020:

General Fund: \$90,104.36	Road & Bridge: \$597,817.10
Fire: \$29,140.44	Capital Reserve: \$191,125.52
CARES: \$0.00	Driveway Escrow: (\$20,250.00)

All other escrows remain unchanged.

Motion/Second to accept the Treasurer's Report date ending 11/30/2020 by: Hassett/Ellinger. Approved by: Adams, Ellinger, Peterson & Hassett. 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: \$ 1,051,890.19. Gary told the board that he is working on getting the account signatories changed on the accounts. Supervisor Adams is a signor on the account. Per prior board direction, Treasurer Goldsmith moved \$150,000.00 from the 4M fund to the Sherburne State Bank checking.

Motion/Second to accept the November Cash Control Statement by: Ellinger/Hassett. Approved by: Adams, Ellinger, Peterson & Hassett. Opposed: None. Abstained: None. Motion Carried.

Driveway Escrows Audit and Reconciliation Report

Treasurer Goldsmith presented a Driveway Escrows Audit and Reconciliation Report to the board. The board had originally been running driveway escrows in and out of the Road and Bridge Fund. The driveway escrow fund (Fund 280) was created by the Treasurer and ratified by the Board at its meeting of September 28, 2019. The purpose of the new fund was to allow the Town to separately account for driveway and similar escrow payments, which typically do not become available for use in the Road and Bridge fund (Fund 201), which had previously been the repository for such escrows.

Once the new fund 280 was created, all new driveway escrows were deposited into that fund. Also, all driveway escrow refunds were paid out of that fund regardless of whether they had originally been deposited into that fund. This approach meant that some escrows refunded using Fund 280 had originally been received into Fund 201, leaving Fund 280 at a deficit and leaving excess money in Fund 201.

Motion/Second to transfer \$63,250.00 from the Road & Bridge Fund to the Driveway Escrow Fund by: Adams/Ellinger. Approved by: Adams, Ellinger, Hassett and Peterson. Opposed: None. Abstained: None. Motion Carried.

Draft Resolution – Town Credit Card Policy

Treasurer Goldsmith presented Resolution No. 2020-11 Resolution Authorizing the Use of Credit Cards and Establishing a Credit Card Policy. The finance committee and deputy clerk met to review the policy. Clerk Kimberly-Maas had also reviewed the policy. The policy calls for the issuance of two debit cards and establishment of a second checking account for use of the debit cards. The full resolution is attached to the minutes.

Motion/Second to adopt Resolution No. 2020-11 Resolution Authorizing the Use of Credit Cards and Establishing a Credit Card Policy by: Ellinger/Hassett. Approved by: Adams, Ellinger, Hassett and Peterson. Opposed: None. Abstained: None. Motion Carried.

Other Business

Announcements

Clerk Kimberly-Maas Announced:

- Big Lake Community Food Shelf Distribution – Monday Dec. 21 from 3:30PM – 5:30PM or until items are gone. Big Lake Township's Lions Park, Parking Lot ALL ARE WELCOME.
- Newly elected Officers will be sworn in prior to the January Meeting.

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- o January Meeting is 01/20/2021 7PM

Chair Adams thanked Clerk Kimberly-Maas and Supervisor Peterson for their service to the township.

Adjournment

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

Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday December 16, 2020 at 8:24PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 20th day of January 2021 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk

**Town of Orrock
Sherburne County Minnesota**

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**Resolution authorizing the use of credit cards
And establishing a credit card policy**

Resolution No. 2020-11

WHEREAS, Minnesota Statutes, Section 471.382 permits a town board to authorize the use of credit cards to make purchases on behalf of the town; and

WHEREAS, the Town of Orrock, Sherburne County, Minnesota (the Town) has determined that it is in the interest of the Town to allow limited use of credit cards by officers and employees to expedite Town purchases; and

WHEREAS, the Town has determined that it is important to establish appropriate limitations and oversight for the use of Town credit cards;

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Town authorizes the acquisition and use of credit cards by Town on behalf of its officers and employees, subject to the limits and policies established herein.

IT IS FURHTER RESOLVED, that the Town hereby adopts the following policy regarding the use of Town credit cards.

Town of Orrock Credit Card Policy

This policy governs the use of the Town of Orrock's credit cards. The Town Board is responsible for overseeing compliance with the terms of this policy.

I. Acquisition and control of credit cards

- a. For the purpose of this policy the term "credit card(s)" includes debit cards. Unless specifically authorized by the Board by separate motion, all credit cards issued under this policy shall be in the form of debit cards.
- b. The Town Board is the sole authority for authorization and control of credit cards for which the Town is the responsible payor. Control of credit cards includes establishing limits, changing authorizations, cancelling cards and similar activities.
- c. The following persons are authorized to work with the Town's bank to have credit cards issued for persons approved by the Town Board:

The Treasurer
The Chair
The Vice Chair

- d. The Treasurer is authorized and directed to establish a new checking account with the town's bank for the purpose of implementing debit cards. The initial amount to be placed in this account is \$2,000 (two thousand dollars), which amount may be increased permanently or temporarily by motion passed by the Town Board. Any debit cards issued under this policy must be issued so as to draw funds from this account. The treasurer or any person listed in section I.c. is authorized to transfer funds to this new account from time to time to ensure that sufficient money is available to cover authorized debit card use.

II. Authorized users

- a. In adopting this resolution, the Board hereby authorizes credit cards for the Town Clerk and the Town Treasurer.
- b. The Town Board may authorize other users by motion at a meeting of the Town Board without amending this policy. A copy of any motion authorizing additional users must be attached to the permanent record of this resolution.
- c. An issued card may only be used by the person to whom it is issued.
- d. To implement this policy the treasurer must cancel all existing credit cards and work with the Town's bank to issue credit cards against the account established pursuant to section I.d.
- e. At such time as an authorized user ceases to be in the position for which authorization was granted, the Treasurer or one of the persons listed in section I.c. shall work with the bank to cancel any credit card issued for use by that person. When a replacement person is established in such position, the Treasurer or a person listed in section I.c. shall work with the bank to have a credit card issued for use by the replacement person.
- f. Each person to whom a Town credit card is issued is responsible for reading and signing this policy and complying with its provisions, including any future amendments.
- g. An authorized user is personally responsible for any expenditures not authorized by this policy.

III. Authorized Expenditures

- a. An issued card may only be used for expenditures that may lawfully be made on behalf of the Town and that are approved as authorized expenditures pursuant to this policy. Any transaction made against the account that is not an authorized expenditure or that exceeds the spending limits imposed in this policy is prohibited and subject to the terms of section II.g of this policy.
- b. The following types or expenditures are authorized expenditures under this policy:
 - 1. An expenditure specifically authorized and approved by the Town Board by motion regardless of whether that expenditure would otherwise be an authorized expenditure under this policy.

2. Recurring charges for which the vendor does not provide an open account supporting monthly invoicing and payment by check. Examples of such charges include monthly charges for online meeting hosting, security monitoring, and monthly software subscriptions.
3. Periodic charges for which the vendor does not provide an open account supporting invoicing and payment by check. Examples of such charges include quarterly tax processing fees, and annual web hosting and domain name fees.
4. Routine costs for supplies used in the operation of the Town. Examples of such charges include the purchase of office supplies such as printer paper, toner, and other general supplies.
5. Purchase of food for elections workers.
6. Other routine expenditures within the spending limits established herein.

IV. Spending Limits

- a. The following spending limits apply to the use of all cards issued under this policy.
 1. A single expenditure shall not exceed \$200.
 2. The Town Board Chair may authorize a single expenditure up to \$500. Notice of such authorization must be conveyed to the Town Treasurer by email.
 3. Multiple transactions intended to avoid the limits of this section are prohibited.

V. Receipts

- a. A receipt shall be obtained and promptly given to the Town Treasurer for all expenditures made with a Town credit card. The receipt must include the name of the vendor or entity from which goods or services were purchased, a description of the items purchased, and the date and the amount of the transaction.

VI. Treasurer responsibilities

The Treasurer shall:

- a. Review each credit card transaction and inform the Town's Finance Committee of any transaction that appears to be inconsistent with this policy or that the Treasurer concludes that should be specifically reviewed by the Town's Finance Committee.
- b. Enter credit card transactions into the Town's accounting system as disbursements. Credit card transactions that are consistent with this policy are pre-approved and are not required to go through the accounting system's claims process.
- c. Produce and present a report at each monthly Town Board meeting that itemizes each credit card transaction that occurred during the previous month.

- d. Produce a separate report of any transactions during the current month that require specific Board consideration.

VII. Card control

- a. If the Card is lost or stolen, the authorized user shall notify the persons listed in section I.c. immediately after the loss is discovered.
- b. Once notified, the Treasurer, or one of the persons listed in section I.c. must take appropriate action to cancel the card and to eliminate any unauthorized charges against the card.

Adopted this _____ day of December, 2020

BY THE ORROCK TOWN BOARD

Bryan Adams, Chair

Attest: _____
Brenda Kimberly-Maas, Clerk

Acknowledgment by authorized credit card holders

As a condition of receiving a credit card which obligates the Town of Orrock for payments, I acknowledge that I have read and understand the Town's credit card policy and I agree to be bound by it.

Sign: _____ Date _____

Name: _____

Position: _____

Sign: _____ Date _____

Name: _____

Position: _____

Sign: _____
Name: _____
Position: _____

Date

Sign: _____
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