



Regular Meeting and Reorganizational Meeting  
Wednesday January 20, 2021 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday January 20, 2021 at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

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

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 presented agenda by: Ellinger/Hassett. In favor: Adams, Ellinger, Felber and Hassett. Opposed: None. Abstained: None.

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

#### **Approval of Meeting Minutes**

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

Motion/Second to approve the January 14, 2021 Special Meeting Minutes by: Adams/Hassett. In favor: Adams, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

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

Sergeant Luke McLean presented the report for the month of December. He noted that there was a house fire in the Ann Lake neighborhood on December 4<sup>th</sup> that resulted in a total loss. There was theft from a front door and medical crisis occurred on Christmas day in which an individual fell and was air lifted. There were 29 traffic stops and 10 snowmobile complaints. Most snowmobile complaints are for snowmobiles driving through ditches and not yielding to roads or driveways.

#### **Open Forum**

There were no open forum items.

#### **Regular Business**

##### **Supervisor "D" Candidates**

Four candidates were interviewed for the Supervisor "D" vacancy. Supervisor Adams noted that all four candidates were well qualified.

Motion/Second to appoint Janine Arnold to the Interim Supervisor "D" position by: Hassett/Ellinger In favor: Adams, Ellinger, Hassett and Weber. Opposed: None. Abstained: Felber. Motion Prevailed.

A recess was called, and Clerk Weber delivered the Certificate of Appointment to Janine Arnold. Janine accepted the appointment and Clerk Weber issued the Oath of Office to Janine Arnold.

### Supervisor “D” Candidates Ads

Clerk Weber told the board that the cost to place an ad in the two publications for three weeks would have cost the township over \$800. The decision was made to do a postcard mailing rather than run the ads because the postcard was less expensive and would be mailed to all Orrock Township residents. Supervisor Ellinger noted that mailing the postcard allowed the township to effectively get the word out to all Orrock residents. Clerk Weber asked for a motion to rescind the December motion to run ads in the ER Star New and Patriot News.

Motion/Second to rescind the motion to run Supervisor D Vacancy Ads for three weeks in the ER Star News and Patriot News by: Ellinger/Hassett. In favor: Adams, Ellinger, Felber and Hassett. Opposed: None. Abstained: Arnold. Motion Prevailed.

Clerk Weber asked for a ratification of the Nystrom Publishing postcard mailing costs in the amount of \$535.28.

Motion/ Second to ratify the Nystrom Publishing invoice in the amount of \$535.28 by: Adams/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

### Ann Lake Variance – Mockenhaupt

Clerk Weber presented an Application for a Setback in Road Variance for a Personal Storage Structure from Steve and Cindy Mockenhaupt for their property at 253 ½ Ave NW, Ann Lake Beach, PID 35-408-0270. The Mockenhaupts are requesting a 51’ variance in setback from the right-of-way on 253 ½ Ave. NW for a personal structure. They had requested and the board recommended an approval of a 57’ variance in November, however, the county denied that variance. The Mockenhaupts are eliminating one trench in their septic to create room for a 51’ variance. The board recommended approval of the variance with the notation that this variance exceeds the distance that numerous homes in the neighborhood currently have.

### SCAT Treasurer’s Report / SCAT Donation to the Sherburne County History Center

Clerk Weber presented the Sherburne County Association of Townships (SCAT) Treasurer’s report along with a request from SCAT for town board input on the donation of money from SCAT to the Sherburne History Center. The Sherburne History Center has lost revenue due to COVID-19. The board is happy to support SCAT in the donation of funds to the Sherburne History Center.

### Call for Board of Equalization Meeting – Wednesday 4/7/2021 at 4pm at Orrock Town Hall

Clerk Weber requested that the board call for the Board of Equalization Meeting to be held on Wednesday, April 7<sup>th</sup>, 2021 at 4pm. The meeting will be at the township hall and virtually. Chair Adams and Vice-Chair Ellinger are certified and will need to attend the meeting. Supervisors Felber and Arnold plan to take the training. A quorum will need to be present at the meeting. Supervisor Ellinger requested that Clerk Weber confirm that Bryan Adams is certified, as his name was not listed in the letter from the county.

Motion/Second to call for the Board of Equalization Meeting be held Wednesday, April 7, 2021 at 4 pm by: Felber/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

### Call for Board of Audit Meeting

Clerk Weber requested that the board call for the Board of Audit meeting to be held on at the February regular township meeting.

Motion/Second to call for the Board of Audit to be held at the February regular township meeting by: Felber/Ellinger. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

### Participation in 2021 Recycle Day

Clerk Weber asked the board if they want to participate in the 2021 recycle day. The grant amount to be received is up to \$8,173. The recycle day will be the third Saturday in May.

Motion/Second to participate on the 2021 Recycle day and apply for the grant by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

#### E911 Signs Posts

Clerk Weber presented the estimated cost for the purchase of sixty E911 signposts from Home Depot in the amount of \$294.00 and asked for a motion for approve the purchase of 60 signposts from Home Depot. Supervisor Adams recommended that the township purchase 70 signposts. Supervisor Ellinger asked for confirmation that the signposts will work with the E911 Signs prior to purchasing the posts.

Motion/Second to purchase 70 signposts from Home Depot, on the condition that they will fit Orrock Township's E911 Signs by: Adams/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

#### Cabinet for Audio/Visual Equipment

Clerk Weber presented quotes for a Slant Top Rack Case and Mixer Rack ears to house the mixer and amp at town hall.

Motion/Second to purchase A/V rack case and rack ears at a maximum cost of \$300, thus authorizing the purchase on the township debit card by: Felber/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

#### Town Hall Hours

Clerk Weber asked the board if it would be beneficial to have set hours for her to be at town hall. After some discussion, the decision was made to establish set township hours on Wednesdays from 9am to noon. Clerk Weber will keep a log to see if there is any benefit to having these set hours.

Motion/Second to set the township hours on Wednesdays from 9 to noon by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

### **Roads**

#### Review Road Maintenance Program

Town Engineer Mike Nielson presented the Updated Management Areas analysis to the board. Supervisor Adams noted that this management plan assists the township in planning the levy for the Road and Bridge fund. To date the township has spent \$3,229,278.30 on milling and overlay projects from 2016-2021. Future mill and overlay planned projects are estimated at \$4,062,347.30. The PCI rating goal on collector roads is 70 and the township current analysis has the roads rated at 84.02. The PCI rating goal on local roads is 65 and the current township rating is 79.67. Mike would like to meet with the finance committee to further analyze the budget planning and road requirements. The goal is to spend the money on the right road improvement at the right time. In the next couple of years, the township will need to chip seal the projects that were completed in 2019-2020. The focus now is to overlay the lower ranked PCI roads before they get to the reconstruction stage.

Supervisor Adams noted that Darryl has been doing a good job of snow plowing and that there have been few complaints. Darryl Waletzko told the board that 75 tons of sand and salt were ordered and a little over 50 tons have been used.

Supervisor Adams told the board that Darryl and he are continuing to research the ice breaker.

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

Supervisor Ellinger told the board that he did not attend the last Zimmerman Livonia Fire Department (ZLFD) meeting and told the board that the ZLFD fire board is working on the fire contact to build in an inflation number two years in advance. They would like to have a meeting with the township committee.

Deputy Clerk Kimberly-Mass informed the board that the Big Lake Fire Department Joint Powers board met on 1/19. The gear extractor that the township donated via CARES Funds has arrived and is awaiting installation.

Supervisor Hassett noted that the two exterior door frames are deteriorating. Supervisor Ellinger also stated that the entrance door frame trim is rotting on the outside and that both doors should be painted. Supervisor Adams will look at the doors for repairs.

### **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 Goldsmith presented the board with routine claims in the amount of \$21,045,37. These claims will be on file with the minutes.

Motion/Second to approve routine claims in the amount of \$21,045.37 by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

#### **Payroll Claims – January 2021**

Treasurer Goldsmith presented the Board with the payroll claims for the month of January. This claim will be on file with the minutes.

Motion/Second to approve the January payroll claims by: Felber/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

#### **Cash Control Statement**

Treasurer Goldsmith presented the Board with the Cash Control statement. Ending cash balance after reconciling the books with the bank statements: \$ 1,424,986.30. This amount included 4M fund balance information. This report is on file with the January meeting minutes.

Motion/Second to accept the December Cash Control Statement by: Adams/Ellinger. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

#### **Investment Update**

Treasurer Goldsmith reported the township has most of their money in Sherburne State Bank and is earning .5% in interest on those funds. \$600,000 is held in 3 CD's that are earning .45% interest. A small amount of money is kept in a 4M fund as a convenience for banking.

#### **Treasurer's Report**

Town Funds balances as of December 31, 2020:

General Fund:	\$124,661.07	Road & Bridge:	\$832,701.25
Fire:	\$ 89,046.56	Capital Reserve:	\$191,125.52
Driveway Escrows:	\$ 28,000.00		

All escrows are unchanged.

Motion/Second to accept the Treasurer's Report date ending 12/31/2020 by: Hassett/Adams. Approved by: Adams, Ellinger, Felber and Hassett. Opposed: None. Abstained: Arnold. Motion Prevailed.

### **Reorganizational Meeting**

#### **Meeting Dates, Time and Place**

Motion/Second that all remaining 2021 Monthly Meetings, beginning with the February meeting, be held the fourth Wednesday of the month by: Adams/Felber. November and December dates will be determined at the February meeting. 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. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None.

Motion Prevailed.

Regular Meeting – Wednesday January 20, 2021 – 7:00PM

### Ratify or Change Chair, Vice Chair and Committee Members

- Chair – Adams  
Motion/Second to appoint Bryan Adams as Chair by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Vice-Chair – Ellinger  
Motion/Second to appoint Paul Ellinger as Vice-Chair by: Adams/Felber. In favor: Adams, Arnold, Felber and Hassett. Opposed: None. Abstained: Ellinger. Motion Prevailed.
- Representative to the Big Lake Fire Board (non-voting) – VACANT primary/Hassett secondary
  - This representative appointment was deferred to the February meeting to allow supervisors review their schedules.
- Representative to the Zimmerman Fire Board (non-voting) – Ellinger
  - This representative appointment was deferred to the February meeting to allow supervisors review their schedules.
- Town Finance Committee – Clerk, Treasurer, Ellinger, Hassett  
Motion/Second to appoint the Clerk, Treasurer, Supervisors Arnold and Ellinger to the Town Finance Committee by: Felber/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Road Committee – Adams, Peterson & Mike Nielson (WSB)  
Motion/Second to appoint Supervisors Adams and Hassett and Mike Nielson (WSB) to the Road Committee by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Road Authority – Peterson  
Motion/Second to appoint Supervisor Adams as the Road Authority by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Planning and Zoning – Adams-Primary/Silverberg-Alternate  
Motion/Second to appoint Supervisor Adams as Primary and Felber as Alternate Representatives to the Planning and Zoning Committee by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Ordinance Committee – Silverberg/Hassett/Treasurer  
Motion/Second to appoint Supervisors Felber and Hassett and the Treasurer to the Ordinance Committee by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Agreements/Contracts Committee – Currently Ellinger/Hassett and the Clerk  
Motion/Second to appoint Ellinger, Hassett and the Clerk to the Agreements/Contracts Committee by: Adams/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

### Wages/Reimbursements

- Ratify mileage reimbursement at current Federal rate.\*
  - \* Federal mileage rate as of 1-1-2021 is 56¢ per mile for business miles driven.

Motion/Second to ratify the mileage reimbursement at the current federal rate by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

- Compensation/Reimbursements
  - Meetings – current rate \$70
  - Supervisors – currently \$20/hour
  - Clerk & Treasurer – current rate \$30/hour
  - Election Judges – currently \$18 EJ and \$19 HJ – \*mileage to retrieve & return election supplies/equipment paid at Federal rate – Clerk recommends no change
  - Other meetings/education opportunities (election training, MAT, Equalization, etc.) – includes lodging, mileage, hourly rate & meeting cost
  - Gopher Bounty – currently \$2.00/pr (County reimbursement \$1.00/pr)
  
- Fee Schedule
  - Property Assessment Search: \$25 – Self-Addressed Stamped Envelope must also be supplied, if hard copy required
  - Driveway/Access Permit: \$250
  - Driveway Waiver: N/C
  - Driveway Escrow \$3,000
  - Overweight Permit: \$250
  - Overweight Permit Escrow: minimum \$5000
  - Vacation of ROW/Easement Escrow: \$750
  - Encroachment/License Agreement Escrow: \$750
  - Platting Process Escrow: \$2000
  - Right-of-Way Excavation Permit: \$100
  - E911/Fire Sign: \$45
  - E911/Fire Sign Post and Mounting Hardware: \$10

Motion/Second to approve the Compensation/Reimbursement and Fee Schedules as revised with the addition of the Gopher Bounty county reimbursement by: Felber/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

#### Resolutions Authorizing Contracts with Supervisors

The following resolutions authorize contracts with interested township officers under M.S. 471.88, subd. 5

- RES 2021-01 Bryan Adams  
Motion/Second to approve RES 2021-01 Bryan Adams by: Ellinger/Felber. In Favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: Adams. Motion Carried.
- RES 2021-02 Paul Ellinger  
Motion/Second to approve RES 2021-02 Paul Ellinger by: Adams/Hassett. In Favor: Adams, Arnold, Felber and Hassett. Opposed: None. Abstained: Ellinger. Motion Carried.
- RES 2021-03 Gregg Felber  
Motion/Second to approve RES 2020-03 Gregg Felber by: Ellinger/Adams. In Favor: Adams, Arnold, Ellinger and Hassett. Opposed: None. Abstained: Felber. Motion Carried.
- RES 2021-04 Bob Hassett  
Motion/Second to approve RES 2021-04 Bob Hassett by: Adams/Felber. In Favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: Hassett. Motion Carried.

RES 2020-05 Janine Arnold

Motion/Second to approve REV 2020-05 Janine Arnold by: Adams/Felber. In Favor: Adams, Ellinger, Felber and Hassett. Opposed: None. Abstained: Arnold. Motion Carried.

Other Township Items – Ratify Current or Set New

- Official Posting Location – Outdoor Notice Board & Inside Entryway
- Official Publication - Elk River Star News and Patriot News
- Official Repository – Sherburne State Bank, Becker, MN location and Minnesota Municipals Money Market (4M) Fund
- Designation of Legal Counsel, According to area of specialty – Couri & Ruppe, PLLC.  
Motion/Second to approve the Official Polling Location, Publication and Repository and the Designation of Legal Counsel as revised, adding the Patriot news to the Official Publication and the 4M fund as an official repository by: Felber/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Review of Recurring Contracts
  - i. The board was presented with a list of existing contracts and agreements.

Announcements

Clerk Weber Announced:

- Joint Community Meeting . The meeting location has been changed to the Cafeteria at **Liberty Elementary School** located at 17901 205th Avenue, Big Lake, MN and will start at 6:00 p.m.
- Annual Meeting – Tuesday March 9<sup>th</sup> Commences @ 7PM, Town Hall
- Board of Audit – February Regular Meeting
  - MAT Training Courses – online training courses are available.

Adjournment

Motion/Second to adjourn the regular meeting and reorganizational meeting by: Felber/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly and Reorganizational Meeting, on Wednesday January 20, 2021 at 8:54PM.

Respectfully Submitted,  
Chris Weber  
Town of Orrock, Clerk

Accepted this 24<sup>th</sup> day of February 2021 by the Orrock Township Board of Supervisors.

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

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