



Regular Meeting
Wednesday March 24, 2021 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday March 24, 2021 at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Bryan Adams, Supervisors Janine Arnold, Paul Ellinger, Gregg Felber and Clerk Chris Weber. Also, in attendance were Darryl Waletzko – Town Contractor, Town Engineer Mike Nielson, Sergeant Luke McLean, Big Lake Fire Department Chief Seth Hansen and five audience members. Tele-conferencing into the meeting were Supervisor Bob Hassett and Treasurer Gary Goldsmith. Supervisor Hassett joined the meeting at 7:02 PM. 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/Adams. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Absent: Hassett (Joined meeting at 7:02PM).

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

Supervisor Hassett entered the meeting a 7:02PM and roll call was confirmed by Chair Adams.

Approval of Meeting Minutes

Motion/Second to approve the February Regular and Board of Audit Meeting Minutes by: Felber/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sheriff's Report

Sergeant Luke McLean reported there was not much of a change in the total number of calls in February 2021 compared to 2020. There were less traffic stops in 2021. Sergeant McLean told the board that there are more vehicle burnouts occurring in the county. The sheriff's department waits for citizens to call in when there are burnouts, however they have not been receiving those calls. He encouraged citizens to call in when they see burnouts occurring. There was a personal injury accident on County Road 5 near the 232 block involving a vehicle and a plow truck. There has been an uptick in mental health and crisis calls throughout the county and they are working on ways to handle these issues. ATV training will be offered in cooperation with the DNR. The training information is on the county website.

Supervisor Hassett told Sergeant McLean that he had received a noise complaint from a resident in the neighborhood on the north side of Ann Lake. Sergeant McLean stated that resident should call the sheriff's department when the issue is occurring and can make an anonymous complaint. Sergeant McLean will follow up with another resident in the Ann Lake neighborhood regarding their yard clean up.

Supervisor Adams asked Sergeant McLean to keep an eye on the logging trucks that are logging off 168th. Bryan stated that he had stopped a truck and informed them that they were driving on a 5-ton road. Sergeant McLean will alert Deputy Cole Petroske so that Cole can monitor the logging trucks.

Open Forum

David Gelle, a resident at 18235 234th ½ Avenue, told the board that his driveway is not paved and he has a difficult time getting out of the driveway when it is muddy. His opinion is that the road should be tarred down the hill towards his driveway. Supervisor Adams stated that there are certain easements in the township that the township does not maintain. Mr. Gelle stated that the road was originally supposed to go down the hill to his driveway. A map of his property was pulled up and the paved road ends before their driveway. Mike Nielson said that the unpaved easement appears to be dedicated public right-of-way that has never been maintained and if the township paved that section of right-of-way, the adjacent property owners would need to be assessed. Chair Adams asked Mr. Gelle if all his concerns had been addressed and Mr. Gelle responded that they had.

Regular Business

Carol Larson – Request for IUP for Home Business in Accessory Building

Carol Larson is requesting an IUP to operate a Home Business in an Accessory Building. She is requesting to operate an Antiques and Furniture Store. This property is zoned General Rural and operating a business from it requires an Interim Use Permit. Their property is on County Road 4 west of 168th Street NW.

Carol stated that the business would be open on the weekend and that she is the only employee. Planning and zoning will be concerned about the amount of traffic that the business may generate. Ms. Larson told the board that they moved into the property in the middle of the snowstorm and are completing clean up of the property.

The board recommended approval of the IUP. Clerk Weber will send the comments to the county.

Big Lake Fire Department Report

Chief Seth Hansen presented a 2020 Big Lake Fire Department summary to the board. There was a total of 377 calls in 2020 with 35 calls for service in Orrock Township. There were 4 structure fires, 5 grass or wildland fires, 3-MVA with injuries, 7 hazardous conditions and 4 medicals. CARES money funded a new gear extractor for decontamination, new radios and new turnout gear. The extractor is getting installed this week. He thanked the township for their donation of CARES money for the purchase of the extractor. The fire department transferred to online training and small groups to be in compliance with the Governor's executive orders. Former Chiefs Howe and Skoog passed away in the past year.

Supervisor Adams asked Chief Hansen if there had been any more discussion regarding a substation. Chief Hansen replied that the substation will continue to be researched, as they are running out of space to house fire engines.

Presentation of DRAFT Annual Meeting Minutes

Clerk Weber presented the 2021 Draft Annual Meeting Minutes for board review.

Recycle Day Volunteers

Clerk Weber told the board the Orrock Township needs to provide volunteers for the Recycle Day Event, being held on Saturday, May 15th from 8AM to 1PM at the Town of Big Lake Maintenance Building. Supervisors Ellinger, Adams and Arnold volunteered.

2021 Township Stimulus

Clerk Weber told the board that the estimated 2021 stimulus amount that the township will receive is \$430,000. Currently, there is no clear guidance on the eligible use for the money. Dan Weber from Sherburne County told Clerk Weber that the funds can be used through 2024.

Lenovo Computer

Clerk Weber asked the board for authorization to sell the Lenovo C540 All-in-One computer. There was discussion as to whether to sell the computer or recycle the computer. The board consensus was to try to sell the computer.

Motion/Second to authorize the clerk to put the Lenovo C540 for sale on Craig's list and Facebook Marketplace with the highest bid received in two weeks to be accepted by: Arnold/Ellinger. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Roads

Resolution 2021-06 Emergency Road Spending

Treasurer Goldsmith presented Resolution 2021-06 Emergency Road Spending Resolution. This resolution was reviewed by the finance and road committees and authorizes the Town's road authority or other supervisor(s) to take action to remedy unexpected dangerous road conditions, subject to the limits and conditions established within the resolution.

Motion/Second to approve Resolution 2021-06 Emergency Road Spending by: Arnold/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Road Signs Estimate

Clerk Weber presented an estimate for the purchase of 57 road signs for replacement in 2021. The total estimate, from Newman Signs, is \$2,142.03, including shipping.

Motion/Second to approve the purchase of 57 road signs in the amount of \$2,500.00 by: Hassett/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Spring Road Tour

The board scheduled the Spring Road Tour for Wednesday, April 7th at 9AM. Attendees will meet at town hall at 9AM.

Supervisor Updates / Committee Reports

Chair Adams told the board that Darryl Waletzko can begin road sweeping at any time.

Supervisor Arnold informed the board that the finance committee finalized and sent out a Request for Proposal (RFP) for Professional Audit Services to 7 auditors. The RFPs are due back to the township by April 15th at 4pm with a final decision to be made by April 28th. Treasurer Goldsmith asked if the board wants to authorize the finance committee to enter the contract or bring the contract to the full board for approval.

Motion/Second to authorize the finance committee to review the RFPs and enter an auditing contract by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

The board thanked Treasurer Goldsmith for the work that he put into preparing the RFP.

Supervisor Felber reported that the Zimmerman Livonia Fire Department has issues with their new building - mainly on the events center side - that need to be remedied.

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 \$40,181.71.

Motion/Second to approve routine claims in the amount of \$40,181.71 by: Hassett/Adams. In favor: Adams, Arnold, Ellinger, Felber 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.

Payroll Claims – March 2021

Treasurer Goldsmith presented the Board with the payroll claims in the amount of \$3,288.57 for the month of March.

Motion/Second to approve the March payroll claims by: Hassett/Felber. In favor: Adams, Arnold, Ellinger, Felber 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 Goldsmith presented the Board with the Cash Control statement. Ending cash balance after reconciling the books with the bank statements: \$ 1,438,857.56. This amount included 4M fund balance.

Motion/Second to accept the February Cash Control Statement by: Arnold/Hassett. In favor: Adams, Arnold, Ellinger, Felber 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

Treasurer Goldsmith reported that interest rates have continued to drop and the rates are accurate. Sherburne State Bank Checking is 0.30%, two CDs are earning 0.45%, one CD is earning 0.25% and the 4M fund is earning 0.02%.

Treasurer's Report

Town Funds balances as of February 28, 2021:

General Fund:	\$113,984.24	Road & Bridge:	\$851,727.94
Fire:	\$ 91,922.94	Capital Reserve:	\$191,125.52
Driveway Escrows:	\$ 34,000.00		

All escrows are unchanged.

Motion/Second to accept the Treasurer's Report date ending 02/28/2021 by: Felber/Arnold. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Treasurer Goldsmith requested permission to try to move to annual billing for the township's WebEx and GoDaddy subscriptions. The board agreed.

Announcements

Clerk Weber Announced:

- Local Board of Appeal and Equalization – Wednesday, April 7th @4PM, Town Hall (In person and WebEx)
- MAT Training Courses – Online March 23 -April 1. Pre-registration is required
- April Board Meeting – Wednesday, April 28th @ 7PM
- Recycle Day – Saturday, May 15th from 8AM to 1PM at the Town of Big Lake Maintenance Building

Adjournment

Motion/Second to adjourn the regular meeting by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly on Wednesday March 24, 2021 at 8:07PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this **28th** day of April 2021 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk