



Regular Meeting
Wednesday May 26, 2021 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday May 26, 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 Bob Hassett, Treasurer Gary Goldsmith and Clerk Chris Weber. Also, in attendance were Town Engineers Kevin Kruger and Mark Erickson, two 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 presented agenda by: Hassett/Ellinger. In favor: Adams, Arnold, Ellinger, Hassett and Felber. 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 April Regular Meeting Minutes by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sheriff's Report

Sergeant Luke McLean reported that there were more traffic stops in April 2021 than in April 2020. There were 44 traffic stops in 2021 and 11 traffic stops in 2020. He reported that April was a relatively quiet month. ATV stops have increased, due to ATV regulations taking place on April 1st. The ATV regulations are on the DNR website and are enforced by Sherburne County. Sergeant McLean told the board that the department has received a significant amount of speeding complaints on 233rd Avenue just east of CR 15 and stated that they are keeping a department presence on that road.

Open Forum

There were no open forum items.

Regular Business

Tobacco License Renewals – M & A Liquor Sales, LLC DBA Sand Dunes Spirits and Sand Dunes Food and Fuel

Clerk Weber presented an application for Tobacco License Renewal from M & A Liquor Sales, LLC DBA Sand Dunes Spirits. She also informed the board that there was one compliance check (out of three) in which a sale was made to an underage age youth. The administrative penalty for the compliance check is pending.

Motion/Second to approve the approve the Sand Dunes Spirits Tobacco License Renewal by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Clerk Weber Clerk presented an application for Tobacco License Renewal from Sand Dunes Food and Fuel. She told the board that there have been no reports of any issues with Sand Dunes Food and Fuel tobacco sales.

Motion/Second to approve the Sand Dunes Food and Fuel License Renewal by: Felber/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Recycle Day Recap

Clerk Weber reported that the 2021 Recycle Day went well and she thanked Supervisors Arnold and Ellinger for their volunteer service at the Recycle Day event. 263 residents were served at the event, with 67 Orrock Township residents attending. These numbers are down from 2020 attendance at which 342 total residents were served. Supervisor Ellinger stated that by 10 o'clock there was no line waiting to enter the facility.

Outdoor Light on Shed

Clerk Weber told the board that outdoor light on the shed is not working. She asked the board for permission to have an electrician replace the existing light with a dusk-to-dawn light.

Motion/Second to authorize Clerk Weber to hire an electrician to replace the light by: Arnold/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Town Hall

Chair Adams told the board that the current town hall will be too small to hold elections in future years. He brought up two options for adding space to the town hall. The first option would be to build a 24x34 addition to the existing structure. Variances would need to be acquired if the township were to build an addition. Supervisor Adams stated that last year BLFD was looking at the possibility of incorporating a new Orrock town hall with a BLFD sub-station. Supervisor Felber stated that no further information has come from the Big Lake Fire Department as they did not have a meeting this month. The sub-station project is in the beginning planning stage. Supervisor Felber's opinion is if response times can be decreased for township residents, that would be a positive reason for having the sub-station. Treasurer Goldsmith's concern with the sub-station is keeping the contract with ZLFD. Supervisor Ellinger told the board that, at the planning meetings for the new ZLFD fire building, he had assured ZLFD that the township wanted to continue contracting fire services with ZLFD. The board will wait for more information to come from Big Lake Fire Department before proceeding with further discussion and agreed that there are many factors to be considered prior to making any decision on whether to move forward with a sub-station project.

Roads

Crack Filling/Pothole Repair

Chair Adams told the board that the estimate for crack filling 106 patches is \$14,610 (\$137.83 per patch). In 2020, 33 patches were completed for a cost of \$1,950 (\$150 per patch).

Motion/Second to increase the budget amount for Crack/Pothole patching to \$15,000 for by: Felber/Ellinger. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Addition to 2021 Road Project

Mark Erickson, from WSB, told the board the Mike Nielson made the decision to resign from WSB. Kevin Kruger, from WSB, introduced himself to the board and stated that he has been assisting Mike Nielson for six years and he looks forward to working with the township.

Chair Adams stated that Kevin Kruger and he did a road tour to review the roads that are scheduled to be worked on in 2021. Chair Adams told the board that 259th Avenue NW was not included in the 2021 project and needs repairs. Kevin Kruger would like to add 259th Avenue NW and 190th Street NW to the overlay project. These roads are in the Hidden Ponds development. The change order to add those to road segments is \$63,907.11. Kevin also stated that adding the two roads to the project would complete the roads in the Hidden Ponds development and will add a little bit of time to the construction schedule. Kevin told the board that the project is scheduled to start the middle of June with an end of June completion date.

Motion/Second to approve a change order to add 259th Avenue NW and 190th Street NW to the 2021 road project by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Road Weight Limit Signs – 253rd Ave NW at CR 6, 257th Ave NW at 168th Street

Chair Adams told the board that logging trucks had done some damage to 253rd Avenue NW, east of County Road 5. The logging trucks had been using that road to access the logging area within the Sand Dunes State Forest. There are no weight limit signs on the paved section of that road and signs should be placed on each end of that section of road. A Regular Meeting – Wednesday May 26, 2021 – 7:00PM

weight limit sign should be placed at 257th Avenue NW at 168th Street. A weight limit sign should also be placed on the south end of 180th Street (south of 253rd Ave NW). If the roads are not marked on each end, the Sherburne County sheriff cannot issue tickets for road weight limit violations.

Motion/Second to authorize Clerk Weber to purchase eight 5-ton road weight limit signs and coordinate installation of four signs by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Supervisor Updates / Committee Reports

Supervisor Adams asked Clerk Weber to follow up with Joe Ryan on Eagle Point regarding a possible license agreement.

Supervisor Felber stated that ZLFD is using the new building.

Supervisor Ellinger asked that the ZLFD fire contact go to the finance committee once Treasurer Goldsmith receives the information that he needs.

Treasurer Goldsmith told the board that most of the required documents have been sent to the auditing firm and he is waiting to hear on a date for the field audit.

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 \$73,183.89.

Motion/Second to approve routine claims in the amount of \$73,183.89 by: Felber/Hassett. 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.

April 2021 Payroll Adjustment and Ratification

Treasurer Goldsmith presented a memo for corrections and ratification of April payroll claims. There were errors in the April payroll report that require correction and board action. A copy of the memo is attached to the minutes.

Motion/Second to ratify and approve the payroll changes noted in the April 2021 Payroll adjustment memo by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

These payroll adjustment claims and memo will be retained as a part of the Official Minutes, which are available in the Clerk's Office.

Payroll Claims – May 2021

Treasurer Goldsmith presented the Board with the payroll claims in the amount of \$2,363.70 for the month of May.

Motion/Second to approve the May payroll claims in the amount of \$2,363.70 by: Arnold/Hassett. 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: \$ 1,357,175.02. This amount included 4M fund balance.

Motion/Second to accept the April Cash Control Statement by: Adams/Felber. 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

The Sherburne State Bank Checking is earning 0.30%, one CD is earning 0.30%, two CDs are earning 0.20%, and the 4M fund is earning 0.01%.

Treasurer’s Report

Town Funds balances as of April 30, 2021:

General Fund:	\$ 96,853.32	Road & Bridge:	\$837,458.72
Fire:	\$ 24,708.95	Capital Reserve:	\$191,125.52
Driveway Escrows:	\$ 40,000.00		

All escrows are unchanged.

Motion/Second to accept the Treasurer’s Report date ending 04/30/2021 by: Ellinger/Arnold. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Memo Regarding Accounting Changes

Treasurer Goldsmith presented an accounting changes memo. Property taxes are coded as Ad volarem taxes in CTAS. The tax payment received in January is the final payment of taxes that were payable in the prior year. Treasurer Goldsmith reviewed years 2019 through 2021 and found that in 2019 and 2020 the January payments were mis-coded either as general property taxes or current year ad volarem taxes. Treasurer Goldsmith changed the mis-coded payments to the account for prior year ad volarem taxes. No changes to amounts were involved.

Motion/Second to approve May accounting adjustments as presented by: Hassett/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

A copy of this memo dated May 26, 2021 will be retained as a part of the Official Minutes, which are available in the Clerk’s Office.

Announcements

Clerk Weber Announced:

- June Board Meeting – Wednesday, June 23rd – 7PM at Orrock Town Hall
- Sherburne County is conducting a broadband survey. The link to the survey is on the Orrock Township website.

Kevin Kruger informed that board that WSB will be getting quotes for sealcoating the roads in Shores of Eagle Lake. JP Brooks will be responsible for the cost of sealcoating the roads, as the township has not yet taken over the roads.

Adjournment

Motion/Second to adjourn the regular meeting by: Arnold/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly on Wednesday May 26, 2021 at 8:22PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 23rd day of June 2021 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk