



Regular Meeting  
Wednesday August 25, 2021 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday August 25, 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 Engineer Kevin Kruger, the Patriot News and three audience members.

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: Arnold/Felber. 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 July Regular Meeting Minutes by: Hassett/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 80 traffic stops in July 2021. There was a fatal motorcycle accident at County Road 5 and County Road 16. There was a fraud incident involving a Budget Rental Car gift card scam. The ATV ditch riding season has opened back up, resulting in an uptick in ATV complaints. There have been speeding complaints on County Road 75 and the Sheriff's department has extra enforcement in that area.

#### **Open Forum**

There were no open forum items.

#### **Regular Business**

##### **Second Amendment Dedicated Township Resolution**

Supervisor Felber presented a Second Amendment Dedication Township Resolution to the board for consideration.

Motion to adopt the Second Amendment Dedicated Township Resolution by Felber. Lacking a second, the motion failed.

##### **Town Hall Expansion**

Clerk Weber shared the initial town hall addition concept drawings that Chair Adams drew up. Chair Adams told the board that the existing town hall building is in good structural shape. There are some items that will need to be brought up to code. He asked the board if the township should put a lower level in part of the new addition for additional storage. Supervisor Ellinger's concern is getting an idea of cost and how long the building will last. Treasurer Goldsmith recommended that the town hall building committee meet with an engineer. The board recommended that the town hall

building committee move forward with researching the building project. If the board proceeds with the town hall expansion, it will be funded by the ARPA grant that the township has received.

2021 Recycle Day – Final Report

Clerk Weber presented the 2021 Recycle Day final report to the board. The 2021 Orrock Township Recycle Day expenses were \$8,851.74 and the grant reimbursement was \$8,137.42. The net recycle day cost to Orrock Township was \$714.32. The net cost in 2020 was \$1,485.24.

Sherburne County Parking Ordinance

Chair Adams told the board that the Planning Commission sent the Sherburne County Parking Ordinance back to Planning and Zoning. Chair Adams asked if the board felt that the pictured properties are an issue that needs to be solved. Supervisor Felber’s opinion was that it is the property owner’s property, and they should be able to do what they want with their property. Chair Adams stated that the expectation of people with platted lots is higher and agreed that if you own a property, you can do whatever you want, if you aren’t infringing on your neighbors. Supervisor Arnold felt that the property examples were extreme samples, and that the parking ordinance is an extreme solution. Supervisor Hassett recommended a requirement to build an enclosure or fence to hide the items. The board’s comments for Planning and Zoning are that the Orrock Town board recognizes that there are some properties that have issues and recognizes both the rights of the neighbor and the rights of the landowners. The board does not have a solution on how to proceed. One possible solution would be to ease regulations on fence height and placement and increase the maximum square footage allowed for accessory buildings.

MAT Clerk and Treasurer Bond Limit Options

Clerk Weber asked the board if they wanted to increase the clerk and treasurer bond limit options for the upcoming policy. The upcoming renewal policy limit is \$100,000 with increasing options up to \$500,000. Treasurer Goldsmith stated that the board has not purchased additional coverage in the past and the financial controls should cover any needs that the township has. Supervisor Ellinger recommended that the board purchase an additional \$100,000 in bond coverage at an additional cost of \$100.

Motion/Second to increase the bond limit to \$200,000 for an additional cost of \$100 by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Authorize Treasurer to Make Electronic Fund Transfers (EFTs) – PERA Contributions, Payroll Withholdings, Tax Deposits and Between Banking Institutions

Clerk Weber asked the board to authorize the treasurer to make electronic fund transfers (EFTs) for PERA Contributions, Payroll Withholdings and Tax Deposits. This authorization will be on future reorganization meeting agendas, as recommended by the auditors.

Motion/Second to ratify and authorize the treasurer to make electronic fund transfers (EFTs) for PERA Contributions, Payroll Withholdings and Tax Deposits by: Arnold/Ellinger. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None Abstained: None Motion Prevailed.

Authorize Chair, Vice-Chair, Clerk and Treasurer as Authorized Signors on Town Banking Account

Clerk Weber asked the board to authorize and ratify the chair, vice-chair, clerk and treasurer as authorized signors on the town banking accounts. This authorization will be on future reorganization meeting agendas, as recommended by the auditors.

Motion/Second to ratify and authorize the chair, vice-chair, clerk and treasurer as authorized signors on the town banking accounts by: Adams/Felber In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Couri & Ruppe 2022 Rates

Clerk Weber presented the Couri & Ruppe 2022 rates to the board. The 2022 rates are \$230 per hour (2021 Rate \$220), general legal work, \$250 per hour development work (2021 rate \$240).

## **Roads**

### **Catch Basins Estimate**

Chair Adams presented an estimate in the amount of \$2,500 for cleaning of Catch Basins near Ann Lake and Big Eagle Lake.

Motion/Second to authorize the cleaning of catch basins at a cost of \$2,500 by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

### **2021 Tree Trimming Quotes**

Clerk Weber told the board that two tree trimming quotes were received. Waletzko, LLC's quote was \$29,500 and Wruck Excavating's quote was \$27,400.

Chair Adams stated that he talked to Tony Wruck from Wruck Excavating. Wruck Excavating does the tree trimming work for Becker Township and he is qualified to do the work.

Motion/Second to accept the low bid from Wruck Excavating in the amount of \$27,400 by: Adams/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

## **Supervisor Updates / Committee Reports**

Supervisor Adams - None

Supervisor Arnold - None

Supervisor Ellinger suggested that there be a sign-in process for anybody that is attending meetings remotely. Treasurer Goldsmith stated that township meetings are public meetings, and anybody can attend. He recommended that the board discontinue the use of the sign-in sheet. Supervisor Felber told the board that at other meetings that he attends, if a person wants to speak, they must state their name and address. The board decided that, going forward, there will be no sign-in sheet and speakers will identify themselves with their name and address, which will be recorded in the meeting minutes.

Treasurer Goldsmith told the board that Zimmerman Livonia Fire Department approved the Orrock Township proposed amendment to the contract for fire services.

Supervisor Felber stated that Zimmerman Livonia Fire Department will be using the community center for voting. The Fire Board's financial report looks good. He also told the board that Big Lake Fire Department approved their 2022 budget.

Supervisor Hassett told the board that he has been researching green parking lots surface material and noted that they are very expensive. He stated that he would like to encourage the township to move away from using an irrigation system and use more tolerant grasses.

Kevin Krueger reported that he will be getting information ready to bid the 2022 road projects. He is also reviewing the final 2021 road improvements projects close-out paperwork and will have that information for the September meeting.

## **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 \$37,131.99, which included the \$100 increase in the MAT insurance invoice, as approved under regular business.

Motion/Second to approve routine claims in the amount of \$37,131.99 by: Arnold/Felber. 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.*

### Supplemental Claim

Treasurer Goldsmith presented a 2021-2022 Propane Pre-Buy contract from Beaudry Oil & Propane. The pre-buy price per gallon is \$1.699 and the pre-buy contract is due on August 30<sup>th</sup>.

Treasurer Goldsmith informed that board that the township paid \$1.899 per gallon in April. The township used 727 gallons in the 2019-2020 season and 589 gallons in the 2020-2021 season. Treasurer Goldsmith recommended that the board purchase 600 gallons at the pre-buy price of \$1.699 per gallon.

Treasurer Goldsmith presented the board with supplemental claim in the amount of \$1,019.40, which is for the Beaudry Oil pre-buy contract for 600 gallons of propane at \$1.699 per gallon

Motion/Second to authorize the pre-buy purchase of 600 gallons of propane in the amount of \$1,019.40 from Beaudry Oil and Propane by Arnold/Felber In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None.

Abstained: None. Motion Prevailed.

*This claim will be retained as a part of the Official Minutes, which are available in the Clerk's Office.*

### Accounting Adjustment Memo

Treasurer Goldsmith presented an accounting adjustment memo to the board. The changes are as follows:

#### **Change #1:**

Coding for the cost of a Sherburne County filing for the David and Carolyn Larson encroachment agreement was changed from General Fund 100 to the Larson escrow fund 818. The amount was \$47.95.

This change corrects an error in the fund that was selected. Costs related to encroachment agreements are charged to the requester's escrow account.

#### **Change #2:**

Coding for the cost of engineering review of the Larson encroachment in October, 2020 was changed from Road and Bridge fund to Larson escrow fund. Amount was \$86.00.

#### **Change #3:**

Cost of mailing postcards for recycle day by Nystrom Publishing in the amount of \$560.92 was changed from General fund account for general government to account for Recycle Day costs.

Motion/Second to accept the treasurer's accounting changes described in accounting change memo dated August 25, 2021 by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None.

Motion Prevailed.

*This memo will be retained as a part of the Official Minutes, which are available in the Clerk's Office and are attached to the minutes.*

### Payroll Claims – August 2021

Treasurer Goldsmith presented the Board with the payroll claims in the amount of \$2,473.51 for the month of August.

Motion/Second to approve the August payroll claims in the amount of \$2,473.51 by: Arnold/Ellinger. 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: \$ 1,972,163.22. This amount included 4M fund balance.

Motion/Second to accept the July Cash Control Statement by: Ellinger/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%, all CDs are earning 0.20%, and the 4M fund is earning 0.01%. Treasurer Goldsmith had discussed investment options with Sherburne State Bank and the bank offered a money market account at a rate of 0.40% with a minimum required balance of \$250,000.

Motion/Second to authorize and direct the treasurer to open a money market account at Sherburne State Bank, transfer \$250,000 from the checking account into the money market account and signors on the money market account will be the chair, vice-chair, treasurer and clerk by: Ellinger/Arnold. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Treasurer’s Report

Town Funds balances as of July 31, 2021:

General Fund:	\$114,618.72	Road & Bridge:	\$804,003.39
Fire:	\$36,456.20	Capital Reserve:	\$199,707.93
ARPA Fund:	\$199,094.73		
Driveway Escrows:	\$ 40,000.00		
Shores of Eagle Lake Escrow:	\$79,003.66.		

All remaining escrows are unchanged.

Motion/Second to accept the Treasurer’s Report date ending 07/31/2021 by: Arnold/Felber. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Announcements

Clerk Weber Announced:

- September Board Meeting – Wednesday, September 22<sup>nd</sup> @ 7PM – Orrock Town Hall
- MAT Annual Conference – September 9<sup>th</sup>-11<sup>th</sup>, held virtually on Zoom
- 12<sup>th</sup> Annual Township Legal Seminar – Couri & Ruppe, Thursday, September 16<sup>th</sup> @ 9AM – Albertville City Hall

Adjournment

Motion/Second to adjourn the regular meeting by: Hassett/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly on Wednesday August 25, 2021 at 8:23PM.

Respectfully Submitted,  
Chris Weber  
Town of Orrock, Clerk

Accepted this **22nd** day of September 2021 by the Orrock Township Board of Supervisors.

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

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