



Regular Meeting  
Wednesday September 22, 2021 - 7:00PM

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The Orrock Township Board met in regular session, on Wednesday September 22, 2021 at the Orrock Town Hall, 26401 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Bryan Adams, Supervisors Janine Arnold, Paul Ellinger and Gregg Felber, Treasurer Gary Goldsmith, Clerk Chris Weber and Deputy Clerk Brenda Kimberly-Maas. Also, in attendance were Darryl Waletzko – Town Contractor, TownTown Engineer Kevin Kruger 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: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger 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 August Regular Meeting Minutes by: Felber/Arnold. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

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

Sergeant Luke McLean reported that there were 94 traffic stops in August 2021. There was another gift card scam with this one being a Microsoft Gift Card scam. On August 31<sup>st</sup> there was a window broken at Hope Lutheran Church and the department has been running extra patrols on 180<sup>th</sup> Street NW. During these patrols, a deputy noticed that an RV was parked at the north end of 180<sup>th</sup> Street NW for one night. There was an unsuccessful attempt to steal a boat on the east side of Ann Lake. Sergeant McClean asked that the township trim trees and shrubs at an intersection on 243<sup>rd</sup> heading east toward CR75. A speed study report will be coming on the traffic sign that is on 233<sup>rd</sup> Ave NW (the DNR road) and Sergeant McLean told the board that the traffic speeds have been decreasing on that road.

#### **Open Forum**

There were no open forum items.

#### **Regular Business**

##### **Town Hall Architect Request for Proposals**

Clerk Weber presented a Town Hall Architect Request for Proposals to the board for consideration. The building committee met with three architects to discuss the town hall expansion project. The architects were from HMA Architects, Negen Associates and Truman Howell Architects. Supervisor Felber asked if the project would fall under archaeology and historical presentation. Clerk Weber will reach out to the MAT attorney for clarification. Treasurer Goldsmith recommended that item 8 be added to the proposal stating that the architect should discuss what, if any, federal requirements regarding archaeology or historical preservation may apply to this contemplated project.

Motion/Second to have the building committee send out the revised Architect Request for Proposals to the three architects with the option of the building committee to accept a proposal or reject all proposals by: Ellinger/Arnold. In favor: Adams, Arnold and Ellinger. Opposed: Felber. Motion Prevailed.

Daryl Waletzko Plowing Contract Extension

The snow removal contract between Orrock Township and Darryl Waletzko, LLC commenced on October 15, 2018, with an option to extend each year to the term of five (5) years.

Motion/Second to renew the one-year continuation of the snow removal contract by: Adams/Ellinger. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

Zimmerman/Livonia Fire Department Contract Amendment

Treasurer Goldsmith presented Zimmerman/Livonia Fire Department Contract Amendment to the board. Under the current contract, the formulas are based on data that is not available at the time the levy is being set. This requires the Board to make guesses about changes in real property values and other data. This amendment addresses that issue. The finance committee recommended approval of the amendment.

Motion/Second to approve the Zimmerman/Livonia Fire Department Contract Amendment by: Felber/Arnold. In favor: Adams, Arnold, Ellinger, and Felber. Opposed: None. Abstained: None. Motion Prevailed.

Sherburne County Prosecution of Ordinances Agreement

Clerk Weber presented a Sherburne County Prosecution of Ordinances Amendment Agreement to the board for consideration. The County Attorney's Office has the authority to enforce a limited number of township ordinances that focus on public safety. However, there is no formal documentation of this authority. This agreement addresses the issue of authority. If the Township is not interested in entering into the agreement, the township would need to seek to have another attorney prosecute these township ordinance violations. This agreement would apply to any current and future Orrock Township ordinances.

Motion/Second to enter into the Sherburne County Prosecution of Ordinances Amendment Agreement by: Arnold/Ellinger. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

Town Hall Printer

Clerk Weber asked the board to consider the purchase of a color printer for town hall. The current printer needs a new drum unit, which costs \$101.49. Clerk Weber recommended that the board purchase a color laser printer at an approximate cost of \$550. The township does not have a color printer and color printouts are printed out by the clerk on her home printer.

Motion/Second to authorize the Clerk to purchase a color laser printer at a maximum cost of \$600 by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

**Roads**

2021 Road Projects Close-Out

Kevin Kruger told the board that he had received the 2021 road projects close-out materials. The original road project, prior to adding the change order, was approximately \$50,000 under the original estimate. With the added change order, the final cost for the road projects was \$469,679.91. Supervisor Felber asked Kevin Kruger if there was a better way to complete the shouldering on road projects. Darryl Waletzko, Town Contractor, stated that the method being used for shouldering has worked well for the township. This project close-out claim is presented for approval in the September claims package.

2022 Road Projects

Kevin Kruger presented his recommendations for the 2022 road projects. The initial recommendation is for street segments around 233<sup>rd</sup> Ave NW and County Road 15. Kevin told the board that the plan will be to have the road bids finalized and ready for approval to bid in early 2022. Any overlays could be completed in early 2022 and the chip-seal later in the year. The estimated cost for the plan as presented would be approximately \$380,000. The Road Committee

will meet to finalize the 2022 road projects recommendation for presentation to the board. Kevin noted that the Orrock Township roads are in great condition overall. Treasurer Goldsmith would like to continue to levy at the 3.8% increase and is concerned that it may appear that there is a big surplus in the road and bridge fund, even though there are reclamation projects that will need to be completed in upcoming years. Supervisor Adams and Kevin Kruger would like to have the township complete an updated Pavement Management Plan. Kevin Kruger said that he just did a pavement management plan for Wakefield Township for approximately \$15-\$20,000.

#### Road Repair – 189<sup>th</sup> Street NW at 232<sup>nd</sup> Ave NW

Chair Adams told the board that an emergency road repair was completed at 189<sup>th</sup> Street NW at 232<sup>nd</sup> Avenue NW. Supervisor Ellinger asked if there a better way to divert the water for snow plowing, as this road segment has no shoulder or ditch. Kevin Kruger replied that since there is no ditch, diverting water would be difficult. Darryl Waletzko told the board that he has used the materials that he used in this repair quite often and has rarely seen it wash out. Supervisor Adams and Darryl Waletzko will review this road repair.

Supervisor Adams also stated that 235<sup>th</sup> Ave NW, on the west side of Eagle Lake needs to be looked at.

Kevin Kruger told the board that the Shores of Eagle Lake project has a couple of areas that need to be addressed to consider the project completed. The emergency road on the south side will be crack filled and there is a rut near a storm drain that needs to be repaired. Kevin said that he hopes that there are no issues with that storm drain. Kevin will confirm whether they will be doing a road sweep to remove the excess materials on the road.

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

Supervisor Adams told the board that there is a property on County Road 4 near Eagle Lake that needs to have a dead tree removed. Clerk Weber will send a letter to the property owner.

Supervisor Arnold reported that the finance committee has been working on finalizing the financial controls policy along with the 2019 and 2020 audits.

Supervisor Ellinger - None

Supervisor Felber told the board ZLFD had their annual open house on September 11<sup>th</sup> and the event went well. There have been no meetings with the Big Lake Fire Department substation committee. He told the board that he attended the Township Legal seminar last week. Gregg told the board that he would like to see documentation of attorney communications presented at meetings. Supervisor Felber would like it on record that any information that he shared on social meeting regarding the proposed Sherburne County Parking ordinance was the exact language of the ordinance as it was written.

#### **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 \$46,813.70.

Motion/Second to approve routine claims in the amount of \$46,813.70 by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger and Felber. 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 – September 2021**

Treasurer Goldsmith presented the Board with the payroll claims in the amount of \$2,320.74 for the month of September.

Motion/Second to approve the September payroll claims in the amount of \$2,320.74 by: Arnold/Felber. In favor: Adams, Arnold, Ellinger and Felber 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: \$ 1,533,268.34. This amount included 4M fund balance.

Motion/Second to accept the August Cash Control Statement by: Adams/Felber. In favor: Adams, Arnold, Ellinger and Felber. 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 has completed the process of opening the money market account and the treasurer, clerk, chair and vice-chair will stop by the bank to sign the signature card.

#### Treasurer's Report

Town Funds balances as of August 31, 2021:

General Fund:	\$112,735.39	Road & Bridge:	\$794,548.16
Fire:	\$36,456.20	Capital Reserve:	\$199,707.93
ARPA Fund:	\$199,094.73		
Driveway Escrows:	\$ 34,000.00		
Shores of Eagle Lake Escrow:	\$77,245.66.		

All remaining escrows are unchanged.

When the treasurer's report was printed, one driveway escrow fund was coded to the wrong fund and that correction will be reflected on next month's report.

Motion/Second to accept the Treasurer's Report date ending 08/31/2021 by: Arnold/Felber. Approved by: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

#### Accounting Adjustment Memo

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

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

At the August 2021 meeting, the board approved a change to coding for the cost of engineering review of the Larson encroachment that was recorded in October, 2020. The fund charged was changed from Road and Bridge fund to Larson escrow fund. The amount was \$86.00.

After discussion with the auditor, the recommendation is to make the changes entirely within the current 2021 fiscal year rather than changing the prior year numbers and then adjusting current year incoming fund balances. This will be accomplished by reversing the previous adjustments and making a current year inter-fund transfer of \$86 between the two funds. The current year inter-fund transfer is accomplished by recording a debit to the Larson fund and a receipt to the Road and Bridge fund.

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

In reviewing the August claims, it was recognized that the Darryl Waletzko LLC claim for July work had been paid in July. The claim amount was \$7,500 and check # 11326 was issued for this claim. The claim and corresponding disbursement were voided in CTAS and check # 11326 was voided.

Motion/Second to accept the treasurer’s accounting changes described in accounting change memo dated September 22, 2021 by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger and Felber. 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.*

**Announcements**

Clerk Weber Announced:

- October Board Meeting – Wednesday, October 27<sup>th</sup> @ 7PM – Orrock Town Hall
- City and Town of Big Lake Dog Vaccination Clinic and Free Nitrate Testing for Well Water – Saturday, September 25<sup>th</sup> – 9AM-12PM – Big Lake Lions Park
- Sherburne County Hazardous Waste Collection Events – Friday, October 8<sup>th</sup> – 2PM-5PM and Saturday, October 9<sup>th</sup> – 9AM-12PM – Sherburne County Fairgrounds
- Big Lake Food Shelf Distribution – Tuesday, October 12<sup>th</sup> – 3:30PM-5:30PM – Big Lake Township’s Lions Park

**Adjournment**

Motion/Second to adjourn the regular meeting by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly on Wednesday September 22, 2021 at 8:23PM.

Respectfully Submitted,  
Chris Weber  
Town of Orrock, Clerk

Accepted this 27<sup>th</sup> day of October 2021 by the Orrock Township Board of Supervisors.

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Bryan Adams, Chair

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