



Regular Meeting
Wednesday October 27, 2021 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday October 27, 2021 at the Orrock Town Hall, 26401 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Bryan Adams, Supervisors Paul Ellinger and Gregg Felber, Treasurer Gary Goldsmith and Clerk Weber. Attending via WebEx were Supervisors Janine Arnold and Bob Hassett. Also, in attendance were Darryl Waletzko – Town Contractor, Town Engineer Kevin Kruger, one audience member 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/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. 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 September Regular Meeting Minutes by: Felber/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sheriff's Report

Sergeant Luke McLean reported that there were 92 traffic stops in September 2021. He reported that there were two incidents of garbage being dumped in Orrock Township in September and that Big Lake Township had two garbage complaints. A vehicle had tires slashed on County Road 5 and that appeared to be an isolated incident. Sergeant McLean would like to remind everybody that it is now deer season and to be mindful during the early morning and evening commutes. He told the board that vehicles were tampered with in the city of Zimmerman. All the vehicles were unlocked.

The results of the speed sign that was located on 233rd Avenue from September 7th to October 6th showed that the average daily volume on the road is 198.8 vehicles. Most higher risk speeding violations occurred on the road in the late afternoon to early evening hours. Sergeant McLean told the board that the speed limit signs have helped to slow down the speeds on the road.

Open Forum

There were no open forum items.

Regular Business

Nick Greenlee IUP Request for Home Business in Accessory Building

Clerk Weber presented an IUP request for a home business in an accessory building to be built for Nick Greenlee. Nick is requesting to operate a Marine Repair business. His property is zoned General Rural and operating a business from it requires an Interim Use Permit. He will be building a new accessory building on the south side of his property and parking will be behind the building. He repairs marine engines and drives, performs general maintenance and does

winterizing and shrink wrapping. Nick told the board that there will be no long-term storage on his property, except for his personal boats.

The board recommended approval of the Interim Use Permit provided all county requirements are met. The clerk will send the comments to Sherburne County Planning and Zoning.

Town Hall Expansion

Clerk Weber told the board that Steve Fenske, the MAT General Counsel confirmed that ARPA is not federal funding in the same way as grants or direct appropriations, therefore there is no archaeological survey requirement for the town hall building expansion project. Mo Galvin from the Sherburne County Historical Center confirmed that Orrock Township Hall is not on the National Register of Historic Places.

The Building Committee reported that the Architect RFP was sent out to three architects – HMA Architects, Negan Associates and Truman Howell Architects. HMA Architects was not able to bid on the project. Negan Associates presented a proposal for basic services fee for the design services and phases of design in a lump sum amount of \$37,500, plus any additional expenses. Truman Howell presented a proposal for the design/development phase fee of \$35,000 and a construction document phase fee in the amount of \$30,000.00. Chair Adams told the board that the proposal from Negan Associates was the most complete and offered the best pricing.

The building committee is asking the board to give permission for the building committee to finalize the contract with Negan Associates.

Motion/Second to allow the township treasurer to set a budget of \$50,000 out of ARPA funds for architect fees and have the building committee finalize the contract with Negan Associates by: Adams/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sherburne County Planning Advisory Board Representative / Alternate – 3-year terms

Clerk Weber requested that the board appoint a representative and alternate to the Sherburne County Planning Advisory Board. The appointments will be for three-year terms beginning January 2, 2022.

Motion/Second to appoint Bryan Adams as the Sherburne County Planning Advisory Board Representative and Gregg Felber as the alternate by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

AED Smart Pad Cartridge Replacement

Clerk Weber presented an estimate for AED smart pads cartridge replacements in the amount of \$144.00 for board consideration. The pads are due for replacement.

Motion/Second to purchase the AED Smart Pad cartridge replacements in the amount of \$144.00 by: Felber/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

2022 Preliminary Net Tax Capacity and Market Value Rates from Sherburne County

Clerk Weber showed the board the Sherburne County preliminary 2021 tax values (for proposed 2022 tax notices). The 2022 preliminary net tax rate is \$4,555,949 and the preliminary taxable market value is \$448,925,956.

2020 Census Counts

Clerk Weber presented the 2020 Orrock Township census counts. The total population in Orrock Township, per the 2020 census, is 3,544. There are 1,345 housing units, with 1,264 units occupied and 81 vacant housing units.

2022 Redistricting Information

Clerk Weber presented information that Sherburne County prepared regarding 2022 redistricting. After federal and state plan are complete all cities and towns must establish precinct boundaries. The county presented two redistricting plans for the County Commissioner districts. One of the plans for County Commissioner redistricting within Sherburne County to get within the best deviation percentage for the districts is to split Orrock Township into two precincts. The other option is no redistricting but would need to adjust to meet the 5% rule. Under the 10% Rule:

District populations cannot vary more than ten percent from the average for all districts in the county unless the result forces a voting precinct to be split. (M.S. 375.025, subd. 1). Therefore, Orrock Township would not need to split into two precincts.

Continuation of Remote Meeting Attendance Option

Clerk Weber asked the board if they wanted to continue with the option of remote meeting attendance. At their March 18, 2020 meeting, the board voted to allow teleconferencing meetings until further notice. This option is still allowed due to the pandemic. The board chose to continue with the option of remote meeting attendance.

2019 and 2020 Audit Update

Clerk Weber reported that the 2019 and 2020 audits have been completed. The auditors are waiting for a response from one board member so that the reports can be finalized.

Midco Expansion Meeting

Supervisor Arnold reported that Supervisor Ellinger, Clerk Weber and she had a meeting with Dan Weber, Assistant Sherburne County Administrator and Melissa Wolf, from Midco. Midco has already installed, or will install, broadband into most township areas that are considered underserved and unserved. Midco provided a map with areas that do not or will not have service to them. Their map proposed a broadband project to bring broadband to 82 passings, or residents. This would then get high speed fiber coverage to almost all of Orrock Township. The total project cost of the proposed project area is \$432,170. Midco requests that ARPA funding cover \$186,170, a 43% cost share of the project. The ARPA funding cost would be shared by Sherburne County and Orrock Township. Sherburne County is developing a broadband grant program in which the township could apply for a broadband grant to complete the project. The grant would require a cost-share commitment from the township. Supervisor Arnold believes that it would be in the township's best interest to partner with the county to complete fiber broadband into the areas that are not covered by Midco. Supervisor Felber asked if the township would have enough ARPA funds to fund both the town hall expansion and the broadband project. Treasurer Goldsmith stated that the township has the ARPA funds, along with capital project funds, that should be more than enough to fund both projects. It was the consensus of the board that the township advise Sherburne County that the township plans to apply for the grant. The township cost share amount needs to be determined by December 31st.

Lynn Waytashek – New Sherburne County Planning and Zoning Administrator

Lynn Waytashek, the new planning and zoning administrator, will be attending the township meeting in November or December.

Roads

Road Repair – 235th AVE NW (West side of Eagle Lake)

Chair Adams told the board that 235th Avenue has been a problem gravel road and always has ruts. He presented an estimate from Darryl Waletzko to repair the road. Darryl's quote for applying 6 inches of asphalt millings on the hill is \$4,900 and asphalt millings on the remainder of the road estimate is \$6,300. The entire road would cost \$11,200. The board discussed whether the project should be completed this fall or wait until next spring. Kevin Kruger recommended that the board apply asphalt millings on the road. When asked if it would be better to do the project this year or wait until next year, both Darryl and Kevin agreed that they don't know what the cost would be next year. If the project were to be completed this year, when Darryl plows, he'll pull the millings back in and it will repack. Kevin Kruger stated that as soon as the heat hits the road next year, the millings will set up well. Treasurer Goldsmith stated that there are still funds in this year's budget to complete the project.

Motion/Second to complete the project at the estimated cost of \$11,200 by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Swing-Away Mailboxes

Chair Adams asked the board if they would like to consider adopting a swing-away mailbox ordinance. Big Lake Township has an ordinance and Becker Township has a standard. Darryl Waletzko is in favor of swing-away mailboxes for snow plowing. Some board members do not like the idea of forcing residents to install the swing-away mailbox posts. This item will go to the ordinance committee for consideration.

2022 Road Projects

Kevin Kruger presented the proposed 2022 road projects and costs to the board. The engineering services fee for the 2022 Overlay Road Project is not to exceed \$36,388 and the option of probable cost for the project is \$279,021.26. The roads that are recommended to be overlaid are 262nd Avenue (North of County Road 4) and 268th Avenue, 147th Street, 148th Street, 150th Street and 271st Avenue off County Road 1. Kevin's concern is that 271st Street is a curb and gutter road and asked who is responsible for the curb and gutter repair on that street. The proposed engineering fees for the 2022 Seal Coat Project are \$16,040 with the option of probable cost totaling \$421,658.00. The total estimated cost for both projects is approximately \$700,000. The proposed seal coat project is generally all the roads that have been done since 2017, except for the roads that were completed last year. This will be the first seal coat for the 2018, 2019 and 2020 projects. Treasurer Goldsmith told the board that the total road levy for 2022 is \$770,000 and this will cut into the road and bridge fund reserve. Kevin recommended that the board move ahead with seal coating and if they needed to, for budget purposes, the board could delay the overlay project. The projects can be bid, and the board can then decide which projects to complete.

The road committee will inspect the curb and gutter on 271st Street.

Motion/Second to authorize WSB to proceed with engineering and production packets for the proposed projects to bid in early February by: Adams/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

A map of the proposed project areas is attached to the minutes.

Shores of Eagle Lake Acceptance of Roads Update

There are a few items that needs to be completed prior to the acceptance of the Shores of Eagle Lake Roads. Kevin Kruger told the board that the hole by the manhole cover is set to be repaired next week. The snowplow agreement to plow roads in the development will need to be extended until the township completes acceptance of the roads.

Motion/Second to authorize the clerk and the chair to work with the snowplow contractor and the developer of Shores of Eagle Lake to extend the snow removal contract and scope by: Felber/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

166 ½ Street NW Septic Repair / Road Damage - Discuss

Chair Adams told the board that a septic repair was done on 166 ½ Street NW and damage was done to the road. The septic line runs under 166 ½ Street NW and the road was torn up to repair the pipe. The road has a temporary patch that was put in by the homeowner or his septic contractor. The owner said that he will make the necessary road repairs next year. The board needs to have an encroachment license agreement and a road repair escrow agreement with the homeowner. The homeowner will need to bring the road repair up to Orrock Township specs next spring and pay for all related township expenses due to the road damage.

Motion/Second to authorize the clerk and the chair to work with the township attorney to finalize paperwork to send to the party by: Felber/Ellinger. 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 - None

Supervisor Felber reported that BLFD is putting the substation project in Orrock Township on hold. Supervisor Ellinger suggested that the agreements committee review the BLFD fire agreement contract and the board agreed.

Supervisor Hassett - None

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 \$10,091.01.

Motion/Second to approve routine claims in the amount of \$10,091.01 by: Adams/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.

Treasurer Goldsmith presented the board with a supplemental claim in the amount of \$359.82 from Waste Management (Elk River Landfill) for disposal of township roadside waste. Darryl Waletzko suggested that the township check into the cost of disposal at Vonco.

Motion/Second to approve the supplemental claim in the amount of \$359.82 by: Ellinger/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

Payroll Claims – October 2021

Treasurer Goldsmith presented the Board with the payroll claims in the amount of \$2,900.64 for the month of October.

Motion/Second to approve the October payroll claims in the amount of \$2,900.64 by: Adams/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: \$1,521,045.44. The money market account was opened in early October. Supervisor Ellinger suggested that the board transfer more funds into the money market account, as that account has the highest interest rate.

Motion/Second to authorize the finance committee to set up a meeting and authorize the treasurer to move funds by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Motion/Second to accept the September Cash Control Statement by: Felber/Adams. 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%, the money market account is earning 0.40% and the 4M fund is earning 0.01%. Treasurer Goldsmith reported that he has completed the process of opening the money market account.

Treasurer's Report

Town Funds balances as of September 30, 2021:

General Fund:	\$106,179.03	Road & Bridge:	\$780,526.54
Fire:	\$36,456.20	Capital Reserve:	\$199,707.93
ARPA Fund:	\$199,094.73		
Driveway Escrows:	\$ 18,000.00		

Shores of Eagle Lake Escrow: \$76,897.71

All remaining escrows are unchanged.

Motion/Second to accept the Treasurer's Report date ending 09/30/2021 by: Felber/Adams Approved by: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

The treasurer's report will be retained as part of the Official Minutes, which are available in the Clerk's Office and are attached to the minutes.

Financial Controls Policy

Treasurer Goldsmith presented a financial controls policy for board approval and adoption. The policy was developed over several meetings with the finance committee. The policy was developed by using requirements from the auditor, reviewing other township's policies and by state statutes. It is the recommendation of the finance committee that the board adopt the policy. This is a policy to guide the clerk, treasurer and the board.

Motion/Second to adopt the financial controls policy by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

This policy 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:

- November Board Meeting – Wednesday, November 17th @ 7PM – Orrock Town Hall (Note this is one week earlier due to Thanksgiving)
- Big Lake School District Special Election (Vacancy and Referendum) – Tuesday, November 2nd – Big Lake City Hall
- Joint Community Meeting – Thursday, January 20th @6PM – Big Lake City Council Chambers

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 October 27th, 2021 at 8:33PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 17th day of November 2021 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____

Chris Weber, Town Clerk

 2022 Project Area
 Streets
 Township Limits
 Parks/DNR Land
 Lakes

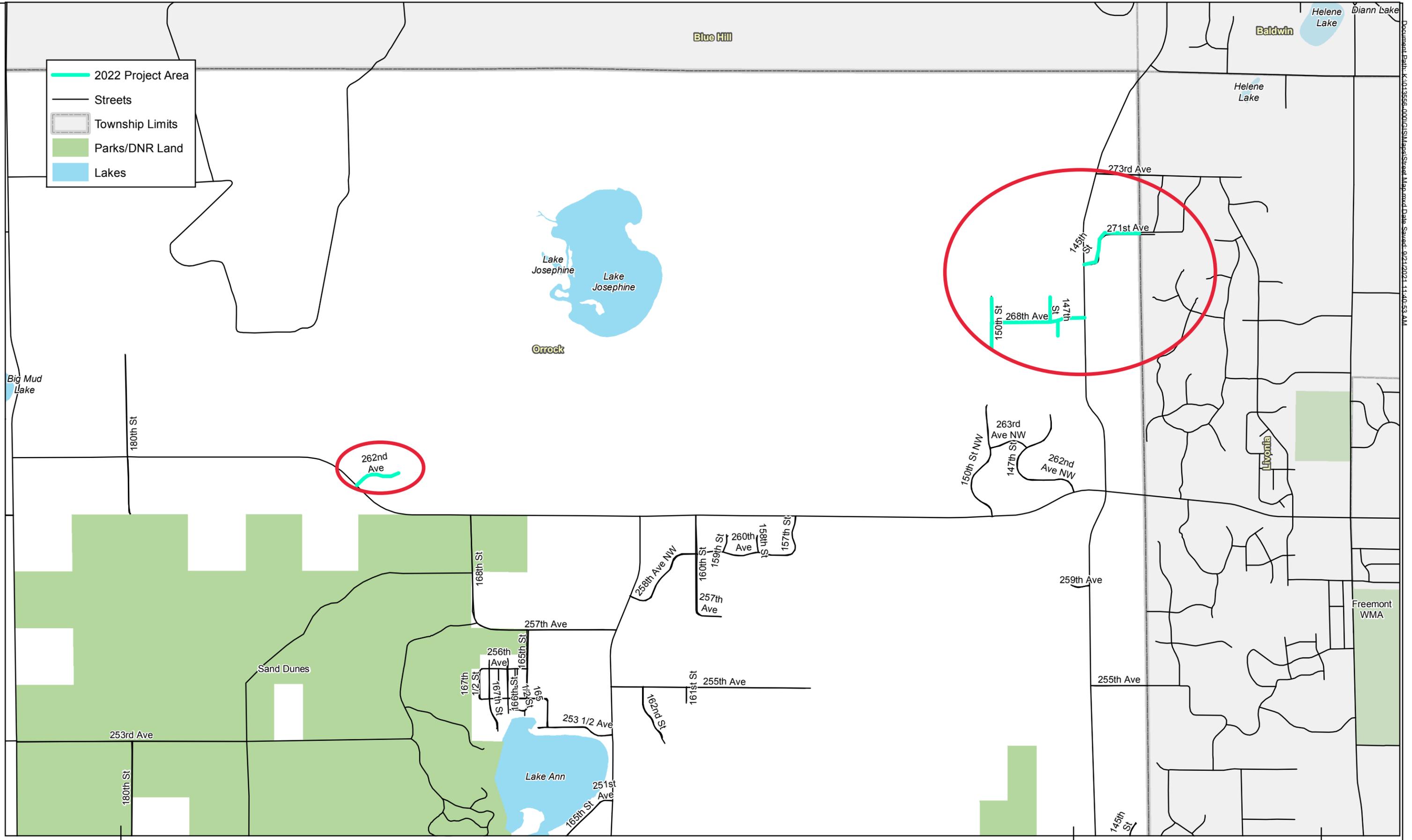
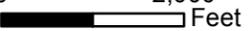


Figure 1 - Orrock Street Segments
Orrock Township

 N
 0  2,000 Feet
 1 inch = 2,000 feet



