Regular Meeting
Wednesday November 17, 2021 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday November 17, 2021 at the Orrock Town Hall, 26401 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Bryan Adams, Supervisors Janine Arnold, Paul Ellinger, Bob Hassett and Gregg Felber, Treasurer Gary Goldsmith and Clerk Weber.   Also, in attendance were Darryl Waletzko – Town Contractor, Town Engineer Kevin Kruger, Marc Schneider and Dave Lucas from Sherburne County Planning and Zoning, 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/Arnold.   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 October Regular Meeting Minutes by: Ellinger/Felber.   In favor: Adams, Arnold, Ellinger, Felber and Hassett.   Opposed: None.   Abstained: None.   Motion Prevailed.

Sheriff's Report

Sergeant Luke McLean reported that there were 91 traffic stops in October 2021.   He reported that October was a quiet month.   Most traffic stops were on County Road 5 and County Road 4 and were speeding violations.   The Sheriff's department is holding a department meeting in early December and Luke asked if the board has any concerns or comments that they would like to have addressed at that meeting.

Open Forum

There were no open forum items.

Regular Business

Mark and Kim Kurtz Request for Three Variances for an Addition to Existing House

Mark and Kim Kurtz were not present at the meeting.   The board would like to ask them questions regarding the variance.

Motion/Second to table the variance until the December meeting and ask that the Mark or Kim Kurtz be present at that meeting by: Felber/Arnold.   In favor: Adams, Arnold, Ellinger, Felber and Hassett.   Opposed: None.   Abstained: None.   Motion Prevailed.

Sherburne County Planning and Zoning Presentation – Marc Schneider/Dave Lucas

Marc Schneider and Davie Lucas presented Sherburne County Planning and Zoning updates to the township. There are four divisions of planning and zoning - Building, Environmental, Office Administration, Solid Waste and Zoning. On average, the Planning and Zoning Office receives over 49,000 calls annually.   They administer zoning for 8 townships.

A request for proposals has been posted and Planning and Zoning is in the process of upgrading the permit system by the beginning of 2023, with the plan to be nearly completely digital including online payment for efficiencies.

Minnesota State Building Code was adopted in Sherburne County in 1972.   The code ensures a standard of construction and all permitted work requires inspections to ensure compliance with the state building code requirements. Sherburne County building department completed 8,321 inspections in 2020.

Solid Waste offers low interest loan programs for septic systems, a solid waste low interest loan program, a business recycling program and the county's solid waste management plan.   When the Great River Energy Waste-to-Energy plant closed, the Elk River Landfill saw a 50% increase in solid waste in the span of one month.   Prior to the plant closure, the Elk River Landfill had been processing 200,000-300,000 tons of waste a year, now they are processing 500,000 tons a year.   The SCORE program is funding that is issued by the Minnesota Pollution Control Agency to counties, to further waste reduction, reuse, recycling, and other landfill abatement initiatives.

The Septic Compliance program continues to take up huge chunk of staff time.   The housing market is busy now and a compliance inspection is required for property transfers where the septic system is older than 5 years and any land use permit for a septic system is older than 10 years.   Certificate of Real-Estate Values are monitored for record of septic compliance.   The county provides financial assistance to upgrade failing systems.

The county appointed Lynn Waytashek as the new zoning administrator.   They are preparing for a Comprehensive Land Use Plan Update in 2022-2023.   Most of the new development has been occurring in Baldwin and Livonia Townships.   Orrock Township saw a fair amount of development between 2015 and 2019.   New developers have been looking at different areas of land in Orrock Township and the township may be seeing some standard plat requests coming through in the next couple of years.

They explained the key difference between CUPs and IUPs.   CUPs (Conditional Use Permits) are issued to the land and must be revoked to terminate.   IUPs (Interim Use Permits) are issued to the landowner and are terminated with transfer of ownership or by deadline established by the County.

They reported the following Orrock Township 2021 Planning and Zoning Activities:

- o Building Department issued 28 new home and 106 other permits
- o Solid Waste Department recorded 9 violations
- o SSTS Program issued 44 permits and recorded 13 violations
- o Environmental issued 1 wetland permit, 7 shoreland permits and recorded 1 violation
- o Zoning issued 2 IUP/CUP permits, 6 variances and recorded 4 violations

Town Hall Expansion

Clerk Weber informed the board that the septic compliance inspection was completed by Custom Septic, from Big Lake.   The decision to proceed with the septic compliance inspection, prior to a hard freeze, was approved by Chair Adams and Finance Committee member Paul Ellinger.   The cost for the inspection and septic pumping was $620.   The cost would have increased if the inspection was completed after a hard freeze.

The septic system was found to be non-compliant due to tank integrity.   A crack was found in the bottom of the tank.   This is not an "imminent health" threat and the tank can be replaced when the building is being constructed.   A certificate of occupancy will not be issued until the septic tank is replaced.   The estimated cost to replace the tank with a 1500 gallon, two compartment tank is $6,117.00

Clerk Weber told the board that the fee to apply for three variances for the town hall building expansion is $738. Three variances will be required as there is a 100-foot setback to road centerline and 100-foot setbacks to the Refuge north and east of the property.   Supervisor Ellinger asked if the board should wait to move ahead with the project until they find out if there will be any money from the new federal Infrastructure bill will come to the township.   Paul asked if the

variance could be changed, once applied for. Marc Schneider told the board if the township stays within the dimensions of the variance setbacks as applied for, the building plans can be changed. The architect will provide a preliminary design for the variance request. The check will be issued but the variance request will not be submitted until the building committee has reviewed materials and are ready to apply for the variance.

Clerk Weber presented two proposals for Geotechnical Exploration (soil boring) for the building project. American Engineering Testing's proposal was $3,250 for two 25-foot borings. WSB's proposed cost for two 14.5-foot borings was $4,800.00. The architect is requesting two parking lot borings.

Motion/Second to approve the American Engineering Testing proposal for two 25-foot soil borings in the amount of $3,250 and two parking lot borings at a cost of $225 each by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Clerk Weber presented proposals for a boundary/topographic survey of the township property from Bogart-Pederson in the amount of $2,300-$2,500, Rum River Land Surveyors in the amount of $2,230 and WSB in the amount of $5,764. Bogart Pederson presented an estimated cost for Wetland Delineation for a total amount of $1,350. Bogart Pederson could get a field crew out the week after Thanksgiving and the survey report could possibly be completed by the end of that week. Rum River Surveyors could possibly survey the week of 11/22 or 11/29 with the report to be complete in 1 to 1.5 weeks.

Marc Schneider recommended that the board to check with Zach Guttormson to see if the township needs a wetland delineation. Marc does not believe the township will need a wetland delineation.

Motion/Second to approve the Bogart-Pederson proposal for boundary /topographic survey in the amount of $2,300-$2,500 along with the wetland delineation survey, if needed, in the amount of $1,350 by: Adams/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Call for Joint Community Meeting
Clerk Weber presented a request to call for the Joint Community Meeting on Thursday, January 20, 2022 at 6PM at the City of Big Lake Council Chambers.

Motion/Second calling for the Joint Community Meeting on Thursday, January 20, 2022 to be held at the City of Big Lake Council Chambers at 6:00 PM by: Felber/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Resolution Designating Polling Location – Required to be done annually by the 31st of December
Clerk Weber presented Resolution NO. 2021-07 Resolution Designating 2022 Polling Location. The resolution designates Orrock Town Hall as the 2022 polling location. This is required to be done annually by December 31. If the township hall becomes unavailable, the township can change the polling location 90 days prior to election.

Motion/Second to adopt Resolution No. 2021-07 Resolution Designating 2022 Polling Location by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None Abstained: None. Motion Prevailed

WSB 2022 Rate Schedule
Clerk Weber presented the 2022 WSB Rates. WSB is increasing their 2022 rates by an average of 4.1%. Their 2021 rate increase was 1.5%.

Supervisor Ellinger asked when the board last sent out RFP's for engineering services. The last RFP was sent out in 2014.

Sherburne County Broadband Grant Program
Clerk Weber reported that the Sherburne County Board of Commissioners approved the Sherburne County Broadband Grant Program. Grant applications are due to the county by December 31st. After County Staff has deemed an application to be complete and generally eligible, the County will present the application to the Township so that the Township may consider participating in a grant award. Matching contributions to the project from the Township will be scored. Projects that do not receive a contribution from the City or Township will not be eligible for County grants funds under the program. An application will receive credit if the project has a commitment for a financial contribution from the

Township.   To receive points, the Township must agree to fund a minimum of 50% of the Applicant's total grant funds, up to a maximum of the lesser of $75,000 or 50% of the Township's ARPA funds.   After the County receives the formal application for the project area, the County will score it and reach out to the Township to discuss the Township's level of participation.

2019 and 2020 Audits

Clerk Weber informed the board that the 2019 and 2020 audits have been completed.   The audit reports will be presented by the auditing firm at the December meeting.

Roads

2021 Township Road Certification

Clerk Weber told the board that Mr. Foster has the Encroachment License Application/Escrow Deposit and Encroachment License Agreement and is having his attorney review the paperwork.

2021 Township Road Certification

Clerk Weber told the board that the 2021 Orrock Township Certified Road Mileage is 44.73 miles.   (The same as in 2020.)   The township mileage will increase in 2022, due to the acceptance of the roads in Shores of Eagle Lake.

Kevin Kruger told the board that the catch basin sinkhole in Shores of Eagle Lake is scheduled to be fixed this week. Contractors have been swamped but Kevin believes the repair should have been done by now.

Bev Harvey, Eagle Lake Development, has not signed the Shores of Eagle Lake snowplow agreement, but Kevin Clark has signed the agreement.   Supervisor Ellinger's concern is the fact that Bev Harvey has not signed the snowplow agreement and any liability that may fall to the township.   Treasurer Goldsmith told the board that he believes the township liability, with or without Bev Harvey's signature, is low because the homeowner's association is responsible for the curb and gutter.   The hope is to have the Orrock Township Board officially take over the roads at the December meeting, provided the final conditions of acceptance are completed.   If the catch basin sinkhole is not repaired by then, the board could accept the roads and the cost to repair the sinkhole could be paid for out of the escrow funds.   Supervisor Adams believes the board has an obligation to plow the roads.

Motion/Second to plow the roads in Shores of Eagle Lake by: Adams/Arnold.   In favor: Adams, Arnold, Felber and Hassett.   Opposed: Ellinger   Abstained: None.   Motion Prevailed

Motion/Second to have Darryl Waletzko and the Clerk work with Kevin Clark to determine which barriers need to be moved, who will move them and, if the township moves the barriers, the cost will be applied to the Shores of Eagle Lake Escrow funds by: Adams/Arnold.   In favor: Adams, Arnold, Ellinger, Felber and Hassett.   Opposed: None   Abstained: None.   Motion Prevailed

Supervisor Updates / Committee Reports

Supervisor Adams reported that he had received a complaint regarding semis and trucks being parked at 24143 183rd Avenue NW and asked Marc Schneider to look at the property.   Bryan also noted that Midco has internet boxes installed close to the road on 182nd Street.   Darryl Waletzko told the board that Midco can't move the boxes due to the width of the right-of-way.   Midco is meeting with Darryl to flag the boxes.

Supervisor Arnold - None

Supervisor Ellinger - None

Supervisor Felber told the board that the Big Lake Fire Department is getting a new roof.

Supervisor Hassett reported that the Orrock Township sign on 233rd, entering the township from Big Lake township, needs to be replaced.

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.

<u>Routine Claims</u>

Treasurer Goldsmith presented the board with routine claims in the amount of $14,890.67.

<u>Motion/Second</u> to approve routine claims in the amount of $14,890.67 by**:** Arnold/Adams**.** In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. <u>Motion Prevailed.</u>
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 supplemental claims in the amount of $753.90.

<u>Motion/Second</u> to approve the supplemental claims in the amount of $753.90 by**:** Hassett/Felber**.** In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. <u>Motion Prevailed.</u>
These claims will be retained as a part of the Official Minutes, which are available in the Clerk's Office

<u>Payroll Claims – November 2021</u>

Treasurer Goldsmith presented the Board with the payroll claims in the amount of $1,938.85 for the month of November.

<u>Motion/Second</u> to approve the November payroll claims in the amount of $1,983.85 by: Arnold/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. <u>Motion Prevailed.</u>
These payroll claims will be retained as a part of the Official Minutes, which are available in the Clerk's Office.

<u>Cash Control Statement</u>

Treasurer Goldsmith presented the Board with the Cash Control statement. Ending cash balance after reconciling the books with the bank statements: $1,478,574.43.

<u>Motion/Second</u> to accept the October Cash Control Statement by: Felber/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. <u>Motion Prevailed.</u>
Financial Reports are retained as part of the Official Minutes, which are available in the Clerk's Office.

<u>Investment Update</u>

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

<u>Treasurer's Report</u>

Town Funds balances as of October 31, 2021:

General Fund:	$102,746.92	Road & Bridge:	$777,181.02
Fire:	$35,603.70	Capital Reserve:	$199,707.93
ARPA Fund:	$199,094.73		
Driveway Escrows:	$ 15,000.00		
Shores of Eagle Lake Escrow:	$76,897.71		

All remaining escrows are unchanged.

<u>Motion/Second</u> to accept the Treasurer's Report date ending 10/31/2021 by: Hassett/Felber. Approved by: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. <u>Motion Prevailed.</u>
The Treasurer's Report will be retained as a part of the Official Minutes, which are available in the Clerk's Office and are attached to the minutes.

<u>Report of Electronic Transfers</u>

Treasurer Goldsmith reported that the following electronic transfers were made in November, 2021.

- Transfer $1,400 from Sherburne State Bank checking account to Sherburne State Bank debit card account to replenish the debit account. The transfer and amount were pursuant to the town's credit card policy.
- Transfer $50,000 from the town's 4M fund account to the town's Sherburne State Bank checking account and further transfer the same amount from the checking account to the town's Sherburne State Bank

money market account.   This transfer was made pursuant to authorization by the town's finance committee which was itself authorized at the September 2021 meeting to direct the treasurer regarding transfers to be made to improve the town's interest earnings.

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.

Treasurer Goldsmith reported that the finance committee met on 11/17/2021 and directed the treasurer to, when the next two CDs expire, move the money from the CDs into the Money Market account, doubling the interest rate that is earned on those funds.

Announcements

Clerk Weber Announced:

- December Board Meeting – Wednesday, December 22nd @ 7PM – Orrock Town Hall

- Joint Community Meeting – Thursday, January 20th @ 6PM – Big Lake City Council Chambers

- Clerk is out of town December 6th-10th but will have computer and will be responding to township matters. Deputy Clerk Kimberly-Maas will be available if needed.

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 November 17th, 2021 at 8:28PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

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

_____   Attest: _____
Paul Ellinger, Vice-Chair   Chris Weber, Town Clerk

Date: November 17, 2021

To: Board of Supervisors

From: Gary Goldsmith, Treasurer

Re: Electronic transfers

The following electronic transfers were made in November, 2021:

1. Transfer $1,400 from Sherburne State Bank checking account to Sherburne State Bank debit card account to replenish the debit account. The transfer and amount were pursuant to the town's credit card policy.

2. Transfer $50,000 from the town's 4M fund account to the town's Sherburne State Bank checking account and further transfer the same amount from the checking account to the town's Sherburne State Bank money market account. This transfer was made pursuant to authorization by the town's finance committee which was itself authorized at the September 2021 meeting to direct the treasurer regarding transfers to be made to improve the town's interest earnings.

Sherburne State Bank

Checking
*9718

Current Balance:
$611,180.32

Available Balance:
$561,180.32

Date	Description	Category	Amount	Balance
Pending	MOVE MONEY FROM 4M TO MONEY MARKET ACCOUNT-INTERNET TRANSFER FROM CHK 9718 TO CHK 1524 3659790		-$50,000.00	$561,180.32
Wednesday, November 10, 2021	INCOMING WIRE TRANSFER FEE		-$20.00	$611,180.32
	INCOMING WIRE TRANSFER		$50,000.00	$611,200.32

Transaction Range: November 10, 2021 - Pending

Printed: November 12, 2021 11:03AM