

TOWN OF ORROCK
REGULAR MONTHLY & REORGANIZATIONAL MEETING
WEDNESDAY January 25, 2023

1. **CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**

2. **APPROVAL OF JANUARY MEETING AGENDA**

3. **APPROVAL OF MEETING MINUTES**

- A. December Monthly
- B. January Special Meeting

4. **SHERIFF'S REPORT**

Sergeant Austin Turner – December Report

5. **OPEN FORUM**

Business presented during open forum will be limited to 3 minutes per person. The Board reserves the right to defer any action on business presented, during open forum. State your full name and address, for the record. Keep everything in statement form. Questions may be submitted in writing for future Board consideration. Once your time is up, any further interaction will be initiated by the Board.

6. **REGULAR BUSINESS**

- A. Aspen Meadows Simple Plat – Discuss/Action
- B. Call for Board of Audit Meeting – February Regular Meeting - Action
- C. Town Hall Building – Information/Discuss
- D. Orrock Township Newsletter – Discuss/Action
- E. Township Email Subscriptions – Discuss/Action
- F. Participation in 2023 Recycle Day and Participation Agreement – Grant Amount \$8,001 – Discuss/Action

7. **ROADS**

- A. 2023 Road Projects Bids – Discuss/Action
- B. 183rd Street Culvert into Shores of Eagle Lake – Discuss/Action
- C. Curve on 233rd Avenue and 180th Street – Curve Warning Signs – Discuss/Action

8. **BOARD BUSINESS/UPDATES – COMMITTEE REPORTS**

- A. Adams
- B. Ellinger
- C. Felber
- D. Goldsmith

9. **TREASURER BUSINESS**

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- A. Review and approval of:
- i. Routine claims
Routine claims are approved through a single motion unless any Supervisor elects to remove a claim from the list for separate discussion.
 - ii. Payroll – January 2023
 - iii. Cash Control Statement and Investment Update
 - iv. Certificate of Deposit Renewal
 - v. Treasurer’s Report
 - vi. Report of December Sherburne State Bank Securities Pledge Validation

REORGANIZATIONAL MEETING

1. **MEETING DATES** - Dates, time and place.
- A. Monthly Meeting Dates/Place & Time - Currently the Fourth Wednesday of each month, Orrock Town Hall at 7:00PM
2. **RATIFY OR CHANGE CHAIR, VICE-CHAIR & COMMITTEE MEMBERS**
- A. Chair – Currently Adams
 - B. Vice-Chair – Currently Ellinger
 - C. Representative to the Big Lake Fire Board (non-voting) – Currently Vacant/Hassett Secondary
 - D. Representative to the Zimmerman Fire Board (non-voting) – Vacant
 - E. Representative to the Mississippi River St. Cloud One Watershed One Plan – Vacant
 - F. Town Finance / Agreements and Contracts Committee – Currently Clerk, Treasurer, Ellinger, Goldsmith
 - G. Road Committee – Currently Adams, Hassett & Kevin Kruger (WSB)
 - H. Road Authority – Currently Adams
 - I. Planning and Zoning – Currently Adams – Primary/Vacant – Alternate (3-year terms beginning January 1, 2022 - Board confirmed at their October 2021 meeting) – Re-Affirm Primary, Appoint Alternate
 - J. Ordinance Committee – Currently Vacant, Hassett, Treasurer, Clerk
 - K. Building Committee- Currently Ellinger, Goldsmith, Adams and Clerk
3. **WAGES/REIMBURSEMENTS**
- A. Ratify mileage reimbursement at current Federal rate.*
 - * Federal mileage rate as of 1-1-2023 is 65.5¢ per mile for business miles driven.
 - B. Compensation/Reimbursements
 - Meetings – Current rate \$70
 - Supervisors (work performed for township) – Currently \$20/hour

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- Clerk & Treasurer – Current rate \$30/hour
- Election Judges – Currently \$18 EJ and \$19 HJ – *mileage to retrieve & return election supplies/equipment paid at Federal rate – Clerk recommends no change
- Other meetings/education opportunities (election training, MAT, Equalization, etc.) – includes lodging, mileage, hourly rate & meeting cost
- Gopher Bounty – Currently \$2.00/pr
- Fee Schedule
 - Property Assessment Search - \$25 – Self-Addressed Stamped Envelope must also be supplied, if hard copy required
 - Driveway/Access Permit \$250
 - Driveway Waiver N/C
 - Driveway Escrow \$3,000
 - E911/Fire Sign \$45
 - E911/Fire Signpost and Mounting Hardware \$10
 - Encroachment/License Agreement Escrow: \$750
 - Overweight Permit: \$250
 - Overweight Permit Escrow: minimum \$5,000
 - Platting Process Escrow: \$2,000
 - Right-Of-Way Excavation Permit: \$100
 - Vacation of ROW/Easement Escrow: \$750

4. Resolutions Authorizing Contracts with Supervisors

The following resolutions authorize contract with interested township officers under M.S. 471.88, subd. 5

- A. RES 2023-01 Bryan Adams
- B. RES 2023-02 Paul Ellinger
- C. RES 2023-03 Anne Felber
- D. RES 2023-04 Gary Goldsmith
- E. RES 2023-05 Bob Hassett

5. OTHER TOWNSHIP ITEMS - RATIFY CURRENT OR SET NEW, REVIEW

- A. Official Posting Location – Currently Outdoor Notice Board & Inside Entryway
- B. Official Publication - Currently Elk River Star News and Patriot News
- C. Official Repository – Currently Sherburne State Bank, Becker, MN Location and Minnesota Municipals Money Market (4M) Fund

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- D. Designation of Legal Counsel: According to area of specialty – Currently Couri & Ruppe, PLLC.

(Recommend one motion for all items A through D)

- E. Authorize the Treasurer to Make Electronics Funds Transfers (EFTs) – PERA Contributions, Payroll Withholdings, Tax Deposits and between Town Banking Institutions

(Recommend one motion for Item E)

- F. Authorize Chair, Vice-Chair, Clerk and Treasurer as Authorized Signors on Town Banking Accounts.

(Recommend one motion for Item F)

- G. Review of Recurring Contracts

(No action needed)

6. LAST CALL FOR REORGANIZATIONAL MEETING BUSINESS

7. LAST CALL FOR REGULAR MEETING BUSINESS

8. ANNOUNCEMENTS

- A. February Meeting – February 22nd @ 7PM (TO BE CONFIRMED)
B. Board of Audit – February Regular Meeting
C. SCAT Meeting - Wednesday, February 1st - Meal at 6PM, meeting at 7PM – Sherburne History Center – Orrock Township to provide the meal
D. Annual Meeting – Tuesday March 14th - Commences @ 7PM, Town Hall

9. ADJOURNMENT

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