



Regular Meeting and Reorganizational Meeting
Wednesday January 26, 2022 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday January 26, 2022 at the Orrock Town Hall, 26401 180th St. NW, Big Lake, Minnesota.

In attendance were Chair 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, Sherburne County Sheriff Joel Brott, Sherburne County Assessor Michelle Moen, 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: Arnold, Felber. 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 December Regular Meeting Minutes by: Ellinger/Hassett. In favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: Adams. Motion Prevailed.

Sheriff's Report

Sheriff Joel Brott presented the 2021 Sheriff's Office Annual Report to the board. In 2021, there were 1,859 total law enforcement contacts in Orrock Township. The number of calls is now going back to pre-pandemic levels. There were 3 assaults, 1 burglary, 3 narcotic arrests, 7 DUI, 12 thefts, 2 criminal sexual conduct and 8 criminal damage to properties reported. The county has four individuals in Sherburne County that are dedicated to looking at narcotic activity in the county.

The department has a Crisis Intervention Co-Responsive Initiative, which is a partnership between Sherburne County law enforcement agencies and CMMHS's Crisis Response Team. The duo of a police officer and mental health professional provide on scene behavioral health evaluations, crisis interventions and treatment planning. The early returns show that the program has been successful.

The department recently received the Commission on Accreditation for Law Enforcement Agencies accreditation that provides the communication center with a process to systemically review and internally assess its operations and procedures.

The department received their American Correctional Association re-accreditation in 2021. Their first accreditation was in 2017. Sherburne County is the second jail in the state of Minnesota to receive the accreditation.

The department received national accreditation for healthcare in the county jail. They are one of 50 sheriff's offices on the United States to have achieved that goal.

Sheriff Joel Brott reported that there were 37 traffic stops in Orrock Township in December 2021 and there was a total of 125 law enforcement contacts. The sheriff's department provides a free security watch service to residents if they

are out of town for an extended period. Contact the sheriff's department if you would like them to provide this service for you.

Open Forum

There were no open forum items.

Regular Business

Presentation by County Assessor Michelle Moen

County Assessor Michelle Moen presented county-wide market trends to the board. She reported that, based on what is happening in the market statewide and in the county, the preliminary residential and seasonal increase in market values in Orrock Township will be approximately 17% for the 2022 assessment values. The final 2022 assessment values for 2023 property taxes will be mailed to residents in March. Over this past year the real estate market in Sherburne County has seen significant gains - greater than experiences in recent history. This is the first time in 20 years that Michelle has had to do a time adjustment on agricultural properties due to the number of sales. The increase will apply to non-tillable agricultural property and there is no change to the tillable properties. There does not appear to be a slowdown in the market.

Call for Board of Audit Meeting

Clerk Weber requested that the board call for the Board of Audit meeting to be held at the February regular township meeting.

Motion/Second to call for the Board of Audit to be held at the February regular township meeting by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

Orrock Township Request for Conditional Use Permit

Clerk Weber presented a request from Orrock Township for a Conditional Use Permit. She told the board that the township is required to apply for a Conditional Use Permit for Permanent Government Structure. The township lot is zoned General Rural District with the purpose of a General Rural District to provide locations for agriculture, agriculturally related development, and housing on lots without public sewer or water services. The land may be used for permanent government structure upon issuance of a Conditional Use Permit.

The board recommended approval of the Orrock Township Conditional Use Permit for Permanent Government Structure.

Board Member Notary

Clerk Weber requested that the board pay the costs to have a board supervisor become a notary. There are no notaries on the board other than the clerk. If a document that has the clerk's signature needs to be notarized, the signors of the document need to meet offsite to have the document notarized. The approximate cost for the notary commission, filing fee and stamp is \$160.00

Motion/Second to pay for the costs for the notary commission, filing fee and stamp for Supervisor Arnold by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

2022 Township Newsletter

Clerk Weber presented a township newsletter for board consideration. The township last sent out a newsletter in 2018 and Clerk Weber feels that it would be beneficial to send a newsletter out to residents. The approximate cost to print and mail the newsletter is \$1,041.84.

Motion/Second to print and mail a 2022 Orrock Township newsletter for a cost not to exceed \$1,200 by: Hassett/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

Participation in 2022 Recycle Day

Clerk Weber asked the board if they want to participate in the 2022 recycle day. The grant amount to be received is up to \$8,162. The recycle day will be the third Saturday in May.

Motion/Second to participate on the 2022 Recycle day and apply for the grant by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Town Hall Expansion Update

Clerk Weber told the board that the Septic Design and Permit applications have been submitted to the county. The septic designer and installer will pay for the approved permit when we are ready to have the septic repair completed.

The variance request will go before the Board of Adjustment on February 10th and the board of commissioners at their March meeting. Clerk Weber told the board that the county had asked if the township would grant an extension to the county for the conditional use permit hearing as the township's conditional use permit is the only item that would be on the February planning commission meeting agenda. The board agreed to the extension and the conditional use permit will go before the Planning Advisory Board on March 17th and before the Board of Commissioners on April 5th.

The soil boring test results have been received.

Chair Adams presented the town hall design and schematic to the board. This is the plan that the building committee is recommending, and the committee's opinion is that this will meet the present and future needs of the township. There is an entry with an indoor ADA accessible ramp, an office and storage area. The bathrooms will become ADA-compliant and the kitchen will be a little smaller. Darryl Waletzko suggested that a bigger pump should be installed on the well to be able to handle a new irrigation system. The next step is to move into mechanical design and approvals.

Motion/Second to give the building committee the authority to move forward with the building expansion project and keep the board updated by: Hassett/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Resolution 2022-06 Resolution to Spend ARPA Funds on Lost Revenue Replacement Category

Clerk Weber presented Resolution 2022-06 Resolution to Spend ARPA Funds on Lost Revenue Replacement Category. Treasury has simplified the program for small localities allowing the option to elect a standard allowance for revenue loss rather than calculating revenue loss through the full formula. The township can allocate all their ARPA funds to General Government Services under the Lost Revenue Replacement Category. This resolution documents that the Orrock Town Board is authorizing the use of ARPA Funds in the Lost Revenue Replacement Category.

Motion/Second to adopt Resolution 2022-06 Resolution to Spend ARPA Funds on Lost Revenue Replacement Category by: Adams/Hassett. In Favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Roads

Shores of Eagle Lake Stop Signs

Clerk Weber told the board that Kevin Clark, from JP Brooks, had called to request stop signs be placed on 184th and 187th Streets at the intersections of 241st Avenue. These entrances have now been opened for use. Chair Adams asked Kevin Kruger if it would make sense to put weight-limit signs at the entrances. After discussion, the board felt that it would be beneficial to place weight limit signs in the development.

Motion/Second to have Darryl Waletzko place stop signs on 184th and 187th Streets at the intersections of 241st Avenue, put in 5-ton weight limit signs at the four entrances and have the clerk reach out to Sherburne County for temporary stop signs by: Adams/Felber. In Favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Platting Process Escrow Form

Clerk Weber told the board that, in 2018, the board added a Platting Process Escrow fee to their fee schedule. There is not a form for applying for the preliminary plat. She presented a platting application escrow form to the board

that had been reviewed by the road committee and asked for permission to use that form. The board approved the use of the form as presented.

2022 Road Projects

Kevin Kruger told the board that he is planning to bid the road projects in March. Supervisor Ellinger reminded Kevin that the board had requested the bids go out in February. Kevin will move up the schedule to get the bid packets prepared for road committee approval and to have bids accepted at the March meeting.

Motion/Second to allow the road committee to approve the WSB bid documents for advertisement for bids by: Hassett/Arnold. In Favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

Kevin Kruger told the board that Seton Foster's septic designer contacted him regarding the septic design depth for the under-road septic line. The designer is requesting that the board consider allowing his design to install the under-road septic line at 5' rather than 8'. His design will be using insulated and encased pipe with insulation above the pipe. The board agreed that, if the county agrees to the design, the board will approve the design at a depth of 5' if all conditions are met.

Supervisor Updates / Committee Reports

Supervisor Adams reported that the resident that has the garden, fence and tires in the road right-of-way told him that the items will be moved in the spring.

Supervisor Arnold - None

Supervisor Ellinger told the board that he attended the Joint Community Meeting.

Supervisor Felber - None

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 \$76,991.32.

Motion/Second to approve routine claims in the amount of \$76,991.32 by: Arnold/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

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 \$370.32.

Motion/Second to approve supplemental claims in the amount of \$370.32 by: Ellinger/Hassett. In favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

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

Payroll Claims – January 2022

Treasurer Goldsmith presented the Board with the payroll claims for the month of January in the amount of \$2,808.49.

Motion/Second to approve the January payroll claims in the amount of \$2,808.49 by: Arnold/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

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: \$ 1,804,174.35. This amount included 4M fund balance information. The finance committee voted to renew the latest CD for \$250,000, an increase from \$200,000.

Motion/Second to accept the December Cash Control Statement by: Hassett/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%, the money market account is earning 0.40% and the 4M fund is earning 0.01%.

Treasurer's Report

Town Funds balances as of December 31, 2022:

General Fund:	\$106,766.43	Road & Bridge:	\$1,080,230.88
Fire:	\$99,451.44	Capital Reserve:	\$199,707.93
ARPA Fund:	\$193,960.53	Driveway Escrows:	\$ 15,000.00
SOEL Escrow:	\$25,905.41		

All remaining escrows are unchanged.

Motion/Second to accept the Treasurer's Report date ending 12/31/2022 by: Adams/Hassett. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: Arnold. Motion Prevailed.

The Treasurer's Report will be retained as a part of the Official Minutes, which are available in the Clerk's Office.

Memo Regarding Disbursements Not Made Through the Claims Process

Treasurer Goldsmith reported that one disbursement was made by credit card in December after the claims for that month had been approved. Pursuant to the board's policy on credit card use, these types of transactions may be processed in the town's accounting system as disbursements rather than going through the claims process. The transaction was for payment to the Sherburne County Recorder for recording the Shores of Eagle Lake road acceptance document in the amount of \$47.95.

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

Reorganizational Meeting

Meeting Dates, Time and Place

Motion/Second that all remaining 2022 Monthly Meetings, beginning with the February meeting be held the fourth Wednesday of the month and the November meeting to be held on November 30th by: Hassett/Felber. All Regular Monthly Meetings will be held at the Orrock Town Hall, 26401 180thSt. NW, Big Lake, MN 55309 and will commence at 7:00PM. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Ratify or Change Chair, Vice Chair and Committee Members

- Chair – Adams

Motion/Second to appoint Bryan Adams as Chair by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

- Vice-Chair – Ellinger

Motion/Second to appoint Paul Ellinger as Vice-Chair by: Hassett/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

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- Representative to the Big Lake Fire Board (non-voting) – Felber primary/Hassett secondary
Motion/Second to appoint Gregg Felber as primary and as Bob Hassett secondary representatives to the Big Lake Fire Board by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Representative to the Zimmerman Fire Board (non-voting) – Felber primary
Motion/Second to appoint Gregg Felber as primary and Bob Hassett as secondary representatives to the Big Lake Fire Board by: Adams/Arnold. In favor: Adams, Arnold, Ellinger Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Representative to the Mississippi River St. Cloud One Watershed One Plan – Felber
Motion/Second to appoint Gregg Felber as the representative to the Mississippi River St. Cloud One Watershed Plan by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: Ellinger. Motion Prevailed.
- Town Finance Committee – Clerk, Treasurer, Arnold, Ellinger
Motion/Second to appoint the Clerk, Treasurer, Supervisors Arnold and Ellinger to the Town Finance Committee and assign agreement and contracts to the finance committee by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Road Committee – Adams, Hassett & Kevin Kruger (WSB)
Motion/Second to appoint Supervisors Adams and Hassett and Kevin Kruger (WSB) to the Road Committee by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Road Authority – Adams
Motion/Second to appoint Supervisor Adams as the Road Authority by: Hassett/Ellinger. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Planning and Zoning – Adams-Primary/Felber-Alternate
These positions were appointed at the October, 2021 meeting and are three-year terms through 2024.
- Ordinance Committee – Felber/Hassett/Treasurer
Motion/Second to appoint Supervisors Felber and Hassett and the Clerk and Treasurer to the Ordinance Committee by: Adams/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Agreements/Contracts Committee – Currently Ellinger/Hassett and the Clerk
The board abolished the agreements and contracts committee and agreements and contracts have been assigned to the finance committee.

Wages/Reimbursements

- Ratify mileage reimbursement at current Federal rate.*
* Federal mileage rate as of 1-1-2022 is 58.5¢ per mile for business miles driven.
Motion/Second to ratify the mileage reimbursement at the current federal rate by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Compensation/Reimbursements

- Meetings – current rate \$70
 - Supervisors – currently \$20/hour
 - 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 (County reimbursement \$1.00/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
 - Overweight Permit: \$250
 - Overweight Permit Escrow: minimum \$5000
 - Vacation of ROW/Easement Escrow: \$750
 - Encroachment/License Agreement Escrow: \$750
 - Platting Process Escrow: \$2000
 - Right-of-Way Excavation Permit: \$100
 - E911/Fire Sign: \$45
 - E911/Fire Sign Post and Mounting Hardware: \$10

Motion/Second to approve the Compensation/Reimbursement and Fee Schedules as presented by: Hassett/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Resolutions Authorizing Contracts with Supervisors

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

- RES 2022-01 Bryan Adams
Motion/Second to approve RES 2022-01 Bryan Adams by: Ellinger/Hassett. In Favor: Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: Adams. Motion Carried.
- RES 2022-02 Paul Ellinger
Motion/Second to approve RES 2022-02 Paul Ellinger by: Adams/Arnold. In Favor: Adams, Arnold, Felber and Hassett. Opposed: None. Abstained: Ellinger. Motion Carried.
- RES 2022-03 Gregg Felber
Motion/Second to approve RES 2022-03 Gregg Felber by: Ellinger/Arnold. In Favor: Adams, Arnold, Ellinger and Hassett. Opposed: None. Abstained: Felber. Motion Carried.
- RES 2022-04 Bob Hassett
Motion/Second to approve RES 2022-04 Bob Hassett by: Adams/Felber. In Favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: Hassett. Motion Carried.
- RES 2022-05 Janine Arnold
Motion/Second to approve RES 2022-05 Janine Arnold by: Ellinger/Felber. In Favor: Adams, Ellinger, Felber and Hassett. Opposed: None. Abstained: Arnold. Motion Carried.

Other Township Items – Ratify Current or Set New

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- Official Posting Location – Outdoor Notice Board & Inside Entryway
- Official Publication - Elk River Star News and Patriot News
- Authorize the Treasurer to Make Electronic Funds Transfers (EFTs) – PERA Contributions, Payroll Withholding, Tax Deposit and between Town Banking Institutions
- Authorize Chair, Vice-Chair, Clerk and Treasurer as Authorized Signors on Town Banking Accounts
- Official Repository – Sherburne State Bank, Becker, MN location and Minnesota Municipals Money Market (4M) Fund
- Designation of Legal Counsel, According to area of specialty – Couri & Ruppe, PLLC.
Motion/Second to approve the Official Polling Location, Publication and Repository and the Designation of Legal Counsel as presented by: Adam/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
Motion/Second to authorize the treasurer to make electronic funds transfers (EFFs) for PERA Contributions, Payroll Withholding, Tax Deposits and between Town Banking Institutions by: Felber/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
Motion/Second to authorize the Chair, Vice-Chair, Clerk and Treasurer as authorized signors on town banking accounts by: Hassett/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.
- Review of Recurring Contracts
The board was presented with a list of existing contracts and agreements.

Announcements

Clerk Weber Announced:

- Next Board Meeting – February 23rd @ 7PM
- Board of Audit – February Regular Meeting
- Annual Meeting – Tuesday March 8th Commences @ 7PM, Town Hall

Adjournment

Motion/Second to adjourn the regular meeting and reorganizational meeting by: Felber/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly and Reorganizational Meeting, on Wednesday January 26, 2022 at 8:38PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 23rd day of February 2022 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk