



Regular Meeting  
Wednesday March 23, 2022 - 7:00PM

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The Orrock Township Board met in regular session, on Wednesday March 23, 2022 at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Bryan Adams, Supervisors Janine Arnold, Paul Ellinger, Gregg Felber, Bob Hassett and Treasurer Gary Goldsmith and Clerk Chris Weber. Also, in attendance were Darryl Waletzko – Town Contractor, Town Engineer Kevin Kruger, Sergeant Geoff Dowty and six audience members 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: Felber/Hassett 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 February Regular and Board of Audit Meeting Minutes by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

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

Sergeant Geoff Dowty reported that there were 77 traffic stops in Orrock Township in February of 2022, compared to 26 traffic stops in February of 2021 with 150 calls for service in 2022 up from 96 in 2021. There were six medical calls, seven civil complaints and six suspicious vehicles.

#### **Open Forum**

Anne Felber, 25409 189<sup>th</sup> Street NW, Big Lake requested that the board set a Special Town Meeting on June 15<sup>th</sup>, 2022 at 7PM, which was the intent of the electors at the annual meeting.

#### **Regular Business**

##### **Jeremy and Rebekah Schneiderman – Requesting an IUP for a Home Business in Accessory Building**

Jeremy and Rebekah Schneiderman are requesting an IUP for a home business in an accessory building for a small engine repair shop at their property PID 35-035-2301 at 15837 233<sup>rd</sup> Ave NW, Big Lake, MN. When they purchase the home from Rebekah's parents, they will be moving their home business, Schneidermann's Powersports LLC into the pole building.

The board recommended approval of the IUP request provided all county requirements are met. Clerk Weber will send the comments to the county.

Vacation of Road Established by Road Order in 1881 – Discuss/Action

When the county was reviewing the Pine Crest Estates West plat, it was discovered that there is a road on the south end of the plat that was created by road order in 1881. The developers, Sand Dune Investments MN, LLC, presented a petition to vacate the section of road and the board will need to pass a resolution setting a public hearing.

The road is considered abandoned by long-continued non-use by the town and possession by private parties in good faith and the belief that its use as a road has been abandoned. The township attorney recommending vacating that section of road through the vacation process.

Motion/Second to adopt Resolution 2022-08 Resolution Setting Public Hearing for Vacation of a Town Road on April 27<sup>th</sup> at 6:30 PM by: Hassett/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

The developer's agreement for this project should be ready for acceptance at the April 27<sup>th</sup> board meeting.

Resolution 2022-07 Resolution Establishing Precinct and Polling Location

Clerk Weber told the board that, after re-districting, the township must pass a resolution to re-establish precinct and polling locations. If the polling location needs to change for either the August or November election, the change can be done by emergency polling location change resolution at least. For the August 8<sup>th</sup> primary, the board would need to pass a polling location change 25 days prior to the election date. For the November general election, the board would need to pass a polling location change 25 days prior to the election date. The township has the use of the Sherburne County Trail Association trail shed for the August and November elections if the township needs the use of the facility due to the town hall construction.

Motion/Second adopt Resolution 2022-07 a Resolution Re-Establishing Precinct and Polling Location as Orrock Town Hall by: Arnold/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sherburne County Trails Association – Proposal for Election Rental Rates – Discuss/Action

Clerk Weber presented a proposal for election rental rates to be presented to the Sherburne County Trails Association. The proposal is for a cost of \$700 for each election, if needed. This is the same amount that the township paid for rental of the shed in each of the 2020 elections.

Motion/Second to present the proposal for election rental rates to the Sherburne County Trail Association by Arnold/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Presentation of DRAFT Annual Meeting Minutes

Clerk Weber presented the March 8, 2022 draft annual meeting minutes for board review.

Foster Encroachment Agreement - Update

Clerk Weber told the board that Mr. Foster plans to drop off a signed encroachment agreement to her on Thursday, March 25<sup>th</sup> and asked for approval to execute and file the agreement with the county.

Motion/Second to allow the clerk to execute and file the Foster Encroachment Agreement by: Felber/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

2022 Recycle Day Volunteers

Clerk Weber told the board that Orrock Township needs to provide volunteers for the recycle day event, which is being held on Saturday, May 21<sup>st</sup> from 8AM to 1PM at the Town of Big Lake Maintenance Building. The township must have at least three volunteers at the event. Supervisors Ellinger, Arnold and Adams volunteered their time.

### Town Hall Expansion

Clerk Weber told the board that they must call for a meeting on June 15<sup>th</sup> to discuss the town hall expansion, as the call for the meeting at the Annual Meeting did not qualify to call for the meeting. Supervisor Arnold and Treasurer Goldsmith agreed that calling for a Special Town Meeting was the intent of the annual meeting electors and recommended that the board call for a Special Town Meeting.

Motion/Second to call for a Special Town Meeting to discuss the town hall expansion on June 15<sup>th</sup> at 7PM by: Hassett/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

### 2022 Orrock Township Assessment – Spring PRISM Report - Information

Clerk Weber presented the 2022 Orrock Township assessment Spring PRISM report to the board. The 2022 total township estimated market value (for 2023 tax year) is \$654,6765,700, an increase from the 2021 estimated market value of \$462,168,700.

### US Census Bureau – 2022 Census of Governments, Survey of Public Employment and Payroll

Clerk Weber asked the board if they wanted her to complete the 2022 Census of Governments, Survey of Public Employment and Payroll on behalf of the township. The board agreed that it would not be necessary or beneficial to complete the survey.

### Roads

#### 2022 Road Improvements Bids – Discuss/Action

Kevin Kruger presented the road projects bids to the board.

Seven bids for the paving project were received and the lowest bid was from OMG Midwest in the amount of \$270,382.60, which was lower than the engineer's estimate of \$292,463.25. Kevin recommended that the board award the contract for the overlay bids to OMG Midwest, Inc., dba Minnesota Paving and Materials, based on the results of the bids received. The project would begin in mid-June.

Motion/Second to award the 2022 Road Improvement Overlay bid to the lowest bidder, OMG Midwest by: Hassett/Arnold. In favor: Adams, Arnold, Ellinger and Hassett. Opposed: None. Abstained: Felber. Motion Prevalled.

Three bids were received for the seal coat project with the lowest bid from Pearson Bros, Inc. in the amount of \$394,266.16. The engineers estimate for the project was \$470,949.00. Kevin recommended that the board award the contract to Pearson Bros., Inc.

Motion/Second to award the 2022 Seal Coat bid to the lowest bidder, Pearson Bros., Inc. by: Arnold/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

### Spring Road Tour

The board scheduled the Spring Road Tour for Wednesday, April 20<sup>th</sup> at 9AM. Attendees will meet at town hall at 9AM.

### Tree Trimming Claim

Chair Adams told the board that the tree trimmer presented their claim for tree trimming, however, there is clean up that needs to be completed. The total claim is \$27,400 and Chair Adams recommended that the board approve a payment of \$20,000 and withhold \$7,400, with the final payment to be made upon completion of the cleanup work. Clerk Weber will reach out to the tree trimmer and request that cleanup be completed by April 20<sup>th</sup>.

Motion/Second to approve payment of the tree trimming claim in the amount of \$20,000 and reserve the remaining \$7,400 to be released at the April board meeting provided clean up is completed by April 20<sup>th</sup> by: Adams/Felber. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.  
*This supplemental claim will be retained as a part of the Official Minutes, which are available in the Clerk's*

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

Supervisor Adams asked that the board authorize Darryl Waletzko to sweep the roads at a maximum cost of \$5,000.

Motion/Second to authorize Darryl Waletzko, LLC to complete the road sweeping at a maximum cost of \$5,000 by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Darryl told the board that signs need to be ordered to complete the installation of signs within the Shores of Eagle Lake Development. Treasurer Goldsmith will confirm that the cost of the signs can be applied to the Shores of Eagle Lake escrow.

Motion/Second to authorize the Clerk and Darryl Waletzko to purchase any signs that are needed by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Supervisor Arnold - None

Supervisor Ellinger told the board that he attended the supervisor's MAT training presentation and recommended that supervisors watch the videos. Clerk Weber sent a link to the videos to the board.

Supervisor Felber - None

Supervisor Hassett asked Darryl if there were any stretches of road that were difficult to plow. Darryl said that there is still a problem with mailboxes in cul-de-sac, parking of cars in road and garbage cans within the road right-of-way. Darryl would like to see swing-away-mailboxes installed.

Treasurer Goldsmith asked Clerk Weber to set up an ordinance committee meeting for the first or second week of April.

### **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 \$49,529.48.

Motion/Second to approve routine claims in the amount of \$49,529.48 by: Ellinger/Adams. 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.*

#### **Payroll Claims – March 2022**

Treasurer Goldsmith presented the Board with the payroll claims in the amount of \$2,006.00 for the month of March.

Motion/Second to approve the March payroll claims in the amount of \$2,006.00 by: Arnold/Ellinger. 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: \$ 1,764,782.47. This amount included 4M fund balance.

Motion/Second to accept the February Cash Control Statement by: Arnold/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 0.20%, the debit card checking is earning 0.21%, the CD is earning 0.15%, the money market account is earning 0.31% and the 4M fund is earning 0.01%.

Treasurer’s Report

Town Funds balances as of February 28, 2022:

General Fund:	\$ 97,534.87	Road & Bridge:	\$1,100,713.27
Fire:	\$ 29,655.13	Capital Reserve:	\$ 199,707.93
ARPA Fund:	\$ 182,125.73	Driveway Escrows:	\$ 18,000.00
SOEL Escrow:	\$ 25,905.41		

All remaining escrows are unchanged.

Motion/Second to accept the Treasurer’s Report date ending 02/28/2022 by: Hassett/Felber. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Chair Adams asked if Gary is going to complete the review of developer’s escrows. Treasurer Goldsmith stated that he will continue the work on the developer escrows.

Fund Balance Policy

Treasurer Goldsmith presented the proposed fund balance policy to the board for adoption. The policy was drafted by the finance committee based on fund balance policies from other townships and the auditor. The auditor reviewed the fund balance policy.

Motion/Second to adopt the Fund Balance Policy by: Hassett/Felber. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Announcements

Clerk Weber Announced:

- Local Board of Appeal and Equalization – Wednesday, April 6<sup>th</sup> @ 4PM, Town Hall
- SCAT Meeting – Wednesday, April 6<sup>th</sup> @7PM (dinner @6PM), Sherburne History Center
- April Board Meeting – Wednesday, April 27<sup>th</sup> @7PM, Town Hall
- Recycle Day – Saturday, May 21<sup>st</sup> – 8AM-1PM – Town of Big Lake Maintenance Building
- Spring Road Restrictions went into effect on March 16<sup>th</sup>

**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 Meeting, on Wednesday March 23, 2022 at 8:20PM.

Respectfully Submitted,  
Chris Weber  
Town of Orrock, Clerk

Accepted this **27<sup>th</sup>** day of April 2022 by the Orrock Township Board of Supervisors.

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Bryan Adams, Chair

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