



Regular Meeting
Wednesday July 27, 2022 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday July 27, 2022 at the Orrock Town Hall, 26401 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Bryan Adams, Supervisors Janine Arnold, Paul Ellinger and Gregg Felber, Treasurer Gary Goldsmith and Clerk Chris Weber. Also, in attendance were Ashley Meagher – Schlenner Wenner, Sergeant Luke McLean, one audience member and the Patriot News. Absent was Supervisor Bob Hassett.

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 and Felber. 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 June Regular Meeting Minutes by: Ellinger/Felber. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

Sheriff's Report

Sergeant Luke McLean reported that there were a similar amount of traffic stops in June 2022 compared to June 2021. There were 96 traffic stops in 2022 and 83 in 2021. There was a slight uptick in speeding complaints and this is occurring county-wide. The theft of metals has increased and the Big Lake Township broadcast tower was a victim of metal theft. There has been an uptick in suspicious activities in the Ann Lake Campground. There was a two-week stretch where there were three or four calls in the campground, but those calls have slowed down. There was a criminal damage to property report at the fire tower in the campground.

Sergeant McLean told the board that Deputy Austin Turner will be taking over for him and that he is returning to investigations.

Open Forum

None

Regular Business

Slow Children at Play Sign Placement

Clerk Weber presented information from the Minnesota Best Practices for Traffic Sign Management/Maintenance Handbook and Township Engineer Kevin Kruger regarding the use of Slow Children at Play signs. Since 2014, it has been the Orrock Township policy, per the road engineer, to discontinue placement of warning signs that are not recognized by Minnesota law. Minnesota law does not recognize, and Federal Standards discourage, use of "Children at Play" signs. This is always an emotional topic.

Sergeant McLean told the board that it is typically repeat offenders that speed and that placing slow children at play signs does not slow down traffic. He also said that in another area where speeding was a concern, the neighbors put out their own slow children at play signs and that was more effective than a township sign.

The county can do a speed study in the neighborhood. Clerk Weber will send a request to Roxanne Schroeder to have a speed study sign placed in the area.

2021 Audit Report Presentation – Schlenner Wenner

Ashley Meagher from Schlenner Wenner presented the 2021 audit reports to the board. Ashley explained the auditing process and reported on the audit findings. The audit results including accounting policies, unusual transactions and alternative treatments all resulted in no concerns. Meagher told the board that the audit went smoothly, they had a positive working relationship with management and nothing unusual was noted in terms of recorded transactions or accounting policies/treatments. Meagher stated that the audit resulted in an unmodified and clean opinion.

At year end the township had deposits that were slightly more than FDIC limits. This issue has been addressed with the bank. The bank will be sending pledge reports monthly and will be monitored by the treasurer and clerk.

Financial highlights were discussed showing trends and stability. The General Fund, Road and Bridge, Fire and Nonmajor funds were all detailed.

Treasurer Goldsmith told the board that the finance committee will meet to discuss whether to make budget adjustments for any significant unbudgeted expenditures. Supervisor Adams stated that a budget is used as a guide. Treasurer Goldsmith also stated that townships are not required to establish a budget, but that the township has chosen to create a yearly budget.

Meagher's recommendation is that the township consider upgrading their software system to a system with greater functionality, which includes accrual accounting verses cash basis accounting. The board's opinion is, at this point in time, CTAS serves the needs of the township. Other townships in the county and states that still use CTAS (a state-provided accounting system).

A full copy of the audit report is available at town hall.

Motion/Second to accept the 2021 audit as presented by: Arnold/Felber. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

IRS Mileage Adjustment - Information

Clerk Weber told the board that the IRS mileage reimbursement rate was adjusted to 62.5 cents per mile, effective July 1, 2022.

Hailstorm Damage

Clerk Weber told the board that the adjuster's report for hail damage at the townhall was received. There was no damage present to the storage shed. The town hall building had damage to the south and west elevation vinyl siding, four window wraps and the west facing metal fascia. The replacement cost value is \$8,481.07 with a \$2,500 deductible. The depreciation is \$1,270.58. The board directed Clerk Weber to have a contractor provide an estimate of damages for possible adjustments to the claim.

Tom Warnke Tree Trimming Complaint

Tom Warnke sent an email addressed to The Town Board of Orrock Township requesting that the township pay for the cost to repair damage to a fence, clean up debris and transplant bushes that were damaged during tree trimming. He also stated that wood survey stakes were removed along 253 ½ Avenue and claims that the township is responsible for replacing the stakes and for paying for a new survey. Mr. Warnke is claiming that the tree trimming went beyond the road right-of-way. Mr. Warnke is also requesting that the board move the road. This issue dates back to 2019 at which time it was determined that the township maintains an 11' right-of-way from the edge of road and that the board acquired the current road right-of-way by adverse possession. Mr. Warnke was also told that if there is damage to a man-made obstruction within the road right-of-way, the repairs are the property owner's responsibility. All claimed damages were found to be within the road right-of-way.

Supervisor Adams drafted a response denying the requests for restitution.

Motion/Second to send a letter in response to Mr. Warnke's requests by: Arnold/Adams. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

Town Hall Building Project

The building committee met and is looking for guidance from the board on the direction to take for the town hall building project. Treasurer Goldsmith suggested that the board members keep thinking about a solution. Supervisor Felber would like to pursue purchasing land and building a new building. Supervisor Arnold would like to see the board pursue the most cost-effective option. Supervisor Ellinger is open to options, including funding options.

Treasurer Goldsmith asked Supervisor Felber how he would propose to pay for the increased costs of purchasing land and building a larger building. Supervisor Felber stated that possibly bonding / levying for the building project.

The current town hall site is valued at \$165,400 with the land value of \$47,200 and estimated building value of \$118,200.

The building committee will continue to pursue options.

The board will seek possible input/approval at the March 2023 annual meeting.

Couri & Ruppe Legal Service Rate Increase

Clerk Weber told the board that, effective January 1, 2023, Couri & Ruppe's hourly rate will be increasing to \$250 for all general legal work and to \$275 per hour for all development work. The 2022 hourly rates were \$230 and \$250 respectively.

Motion/Second to table the approval of this rate until the December meeting by Ellinger/Arnold. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

Roads

2022 Road Projects Pay Vouchers – Discuss/Action

Chair Adams presented the final pay voucher from Pearson Brothers in the amount of \$405,648.44 for the seal coat project. The estimated pavement cracks quantity was 894 and the actual quantity was 1,129.

Motion/Second to approve the seal coat pay voucher from Pearson Brothers in the amount of \$405,648.44 by: Adams/Arnold. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

Chair Adams presented pay voucher number 1 from OMG Midwest in the amount of \$238,224.62 for the street improvements project.

Motion/Second to approve the street improvements pay voucher number 1 to OMG Midwest in the amount of \$238,224.62 by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

Street Signs – Discuss/Action

Clerk Weber told the board several street signs have gone missing in the township. Darryl Waletzko has been replacing these signs. There are a few street signs for which the township has no inventory. Clerk Weber asked that the board authorize the purchase of at least one street sign per street that there is no inventory for. She also told the board that the street signs for Pine Crest Estates West should be purchased. There are six street signs needed in the Pine Crest Estates West development. Those signs are paid for by the developer.

Motion/Second to authorize the clerk to purchase street signs at maximum cost of \$4,000 by: Adams/Arnold. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

Tree Trimming RFQ

Chair Adams told the board that 232nd Avenue Northwest on Eagle Lake is on this year's tree trimming list. Chair Adams will draft the request for quotes to present at the August meeting for approval. Supervisor Ellinger stated that there is a bush covering the stop sign at the intersection of 234th Avenue Northwest and County Road 75. Clerk Weber will contact Darryl Waletzko to have him trim that bush.

Supervisor Updates / Committee Reports

Supervisor Adams told the board that he talked to Kevin Kruger about possibly re-doing the pavement management plan. Next year has a light road construction schedule, so there would be room in the budget to complete a pavement management plan. Kevin will have a proposal for the pavement management plan to present at the August meeting. Adams also reported that Darryl Waletzko will have a proposal to clean the catch basin that runs into the culvert of the newly acquired property on Eagle Lake. Bryan Lawrence resigned from the planning advisory board and Supervisor Adams was elected chair of the board.

Supervisor Arnold reported that the finance committee met with the Big Lake Fire Department board to begin the review of the fire contract.

Supervisor Ellinger attended the Sherburne County Comprehensive Plan meeting as well as the meeting with the Big Lake Fire Department board and that the meetings went well.

Supervisor Felber told the board that the fire departments are having a difficult time recruiting and retaining firefighters.

Supervisor Arnold told the board that the Big Lake Fire Department is negotiating wages with their firefighters.

Clerk Weber told the board that the Big Lake Fire Department presented their preliminary budget at the July fire department meeting.

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 \$61,167.31.

Motion/Second to approve routine claims in the amount of \$61,167.31 by: Arnold/Felber. In favor: Adams, Arnold, Ellinger and Felber. 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.

Supplemental Claims

Treasurer Goldsmith presented the board with supplemental claims in the amount of \$644,117.76, which included the road projects claim for Pearson Brothers and OMG Midwest.

Motion/Second to approve supplemental claims in the amount of \$644,117.76 by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger and Felber. 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.

Report of June Disbursements Not Paid Through Claims

Treasurer Goldsmith presented a report of June 2022 disbursements not paid through the claims process. There was one transaction in for a payment in the amount of \$250 to TJ Office Furniture for the purchase of a lateral file cabinet. This purchase was approved by the board at the June 22, 2022 meeting. No motion is needed as the township adopted a credit policy authorizing automatic approval of these claims.

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

Payroll Claims – July 2022

Treasurer Goldsmith presented the Board with the payroll claims in the amount of \$2,605.66 for the month of July.

Motion/Second to approve the July payroll claims in the amount of \$2,605.66 by: Arnold/Ellinger. In favor: Adams, Arnold, Ellinger and Felber. 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: \$ 1,985,229.64. This amount included 4M fund balance.

Motion/Second to accept the June Cash Control Statement by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger and Felber. 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 account is earning 0.55%, the Sherburne State Bank Debit Checking account is earning 0.47%, the money market account is earning 0.56%, the CD is earning 0.15%, and the 4M fund is earning 0.92%.

Treasurer's Report

Town Funds balances as of June 30, 2022:

General Fund:	\$96,363.94	Road & Bridge:	\$1,302,679.32
Fire:	\$41,096.58	Capital Reserve:	\$ 199,707.93
ARPA Fund:	\$158,267.85	Driveway Escrows:	\$ 21,000.00
SOEL Escrow:	\$25,760.41	Pine Crest Estates Escrow:	\$ 7,649.36

All remaining escrows are unchanged.

Motion/Second to accept the Treasurer's Report date ending 06/30/2022 by: Arnold/Adams. Approved by: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Prevailed.

Treasurer Goldsmith has been reconciling open developer escrows and those escrows will be reviewed at the next finance committee meeting.

Financial Reports are retained as part of the Official Minutes, which are available in the Clerk's Office.

Announcements

Clerk Weber Announced:

- August Board Meeting – Wednesday, August 24th – 7PM at Orrock Town Hall
- Candidate Filing Dates – Tuesday, August 2nd through Tuesday, August 16th
- Primary Election – Tuesday, August 9th
- MAT District 7 Meeting – Thursday, August 11th @7PM, Chisago Lake Township
- MAT Annual Meeting – Friday, October 14th and Saturday, October 15th – in-person in St. Cloud

Adjournment

Motion/Second to adjourn the regular meeting by: Arnold/Adams. In favor: Adams, Arnold, Ellinger and Felber. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly on Wednesday July 27, 2022 at 8:45PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 24th day of August 2022 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk