



Regular Meeting
Wednesday August 24, 2022 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday August 24, 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 and Bob Hassett, Treasurer Gary Goldsmith and Clerk Chris Weber. Also, in attendance were Sergeant Austin Turner 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/Ellinger. In favor: Adams, Arnold, Ellinger, and Hassett. Opposed: None. Abstained: None. Absent: Felber.

Motion prevailed, and the meeting proceeded in accordance with the agenda as presented.

Approval of Meeting Minutes

Motion/Second to approve the July Regular Meeting Minutes by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger and Hassett. Opposed: None. Abstained: None. Absent: Felber. Motion Prevailed.

Sheriff's Report

Sergeant Austin Turner reported that there 104 traffic stops in July 2022 and 79 in July 2021. There was a property damage accident with injuries. Turner reported that there was vehicle pursuit that started in Isanti County that deputies picked up in Big Lake. There was one DUI on the south side of the township.

Open Forum

None

Regular Business

Primary Election

Clerk Weber told the board that 271 residents voted in-person at the August 9th primary election. Nine absentee ballots were cast and there are a total of 2,586 registered voters in Orrock Township. The election went smoothly, all items balanced and materials were returned to the government center at the end of the night. Election judge party balance will be a challenge at the general election; however, it will be maintained.

Street Signs Order - Information

Clerk Weber reported that she had ordered 28 street signs at a total cost of \$1,691.22. Included in this order were the street signs for Pine Crest Estates West. The developer will be paying for the signs within the development.

Recycle Day Grant Reimbursement - Information

Clerk Weber presented the 2022 Recycle Day final report to the board. The 2022 Orrock Township recycle day expenses were \$6,473.69 and the grant reimbursement was \$6,404.85. The net recycle day cost to Orrock Township \$64.84.

Hailstorm Damage

Clerk Weber told the board that Ken Geroux had performed the inspection on August 24, 2022. Geroux confirmed that the siding needs to be replaced on the west side along with a few pieces of siding on the south side. He also noted that a window and fascia on the west side are dented. Clerk Weber will follow up with Ken Geroux on the estimate.

MAT Annual Conference - Information

The MAT Annual Conference will be held on Friday, October 14th and Saturday, October 15th. The cost to attend the conference is \$160 with no Friday dinner and \$190 with a Friday dinner. If you plan to attend, please advise the clerk.

Roads

180th Street Minimum Maintenance Road Designation – Discuss/Action

The board had previously discussed designating the gravel road portion of 180th Street NW south of the new Pine Crest Estates development as a minimum maintenance road. The board will need to pass a resolution to designate that section of road as minimum maintenance. If the board chooses to close the road in the winter, a resolution will need to be passed and the road will be blocked off. The board would then re-open the road by board motion in the spring. Supervisor Ellinger asked the clerk to notify the Pine Crest Estates West developer that the road will be designated minimum maintenance. The clerk will send a letter to neighboring townships and to Sand Dune Properties, MN, LLC (the Pine Crest Estates developer) notifying them of the designation of that section of road as minimum maintenance.

Motion/Second to adopt Resolution 2022-12 A Resolution Designating a Minimum Maintenance Road by: Felber/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevalled.

This resolution will be retained as a part of the Official Minutes, which are available in the Clerk's Office

Pavement Management Plan Proposal – Discuss/Action

Kevin Kruger presented a pavement analysis work plan for consideration by the board. It is proposed that this project be billed hourly on a cost not to exceed basis, with the total cost not to exceed \$19,040. Chair Adams stated that he believes the roads are in good shape. Kevin Kruger replied that he would be surprised if the proposed levy amounts would increase. He also commended the board for being proactive on the road projects and noted that Orrock Township roads are in better shape than many townships. Treasurer Goldsmith stated that he had expressed frustration to the prior road engineer regarding the data that was being generated from the prior pavement management plan. Gary's opinion is that the road committee and Kevin need to re-work the spreadsheets and data that were previously provided to the board to gain a better understanding of the numbers. Chair Adams had originally proposed moving forward with a pavement management plan next year to determine if there would be justification to change the road and bridge levy. Supervisor Hassett suggested that the road committee meet to discuss. Kevin Kruger told the board that his goal is to have more meaningful data in the spreadsheet. Supervisor Ellinger asked why the pavement management plan would need to be completed every three to four years. Kevin replied that he would recommend completing a plan every five years to capture any abnormalities. The road committee will meet to further discuss the proposal.

Tree Trimming RFQ

Chair Adams presented his recommendations for 2022 tree trimming. The road committee's recommendation is to trim trees and remove eight trees on the east side of Eagle Lake and to remove two dead trees on the north side of Ann Lake. Chair Adams estimated the cost for trimming and tree removal is \$40,000. There was a recommendation to add a statement regarding the proper disposal of emerald ash borer to the trimming specifications. Clerk Weber will revise the specifications and post the request for proposals on the website, on the posting board and in the newspapers.

Motion/Second to solicit proposals to trim trees and remove eight trees on the east side of Eagle Lake and to remove two dead trees on the north side of Ann Lake by : Felber/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Supervisor Updates / Committee Reports

Supervisor Adams - None

Supervisor Arnold - None

Supervisor Ellinger reported that the finance committee has a meeting scheduled with the City of Big Lake and Big Lake Township on August 29th to review and continue to discuss proposed changes to the Big Lake fire contract.

Supervisor Felber told the board that the Big Lake Fire Department is looking for firefighters.

Supervisor Hassett – None

Clerk Weber told the board that filings have closed for offices. Supervisor D position will take office after the 7-day contest period which follows the town board of canvass. The board of canvass will be scheduled by the board at the October meeting. The board must meet to canvass the returns and declare the results within three to ten days after the November township election.

Treasurer Goldsmith reported that the finance committee met prior to the board meeting to discuss developer escrows and other items. Treasurer Goldsmith has done a considerable amount of work reconciling old developer escrows. He is requesting that the board agree that the finance committee work through and finalize the escrow balances, prepare packages for the developers and bring those packages to the board for approval prior to sending the packages to the developers. The board concurred. Gary’s goal is to have all developer escrows reconciled by the end of the year.

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 \$62,426.98.

Motion/Second to approve routine claims in the amount of \$62,426.98 by: Arnold/Felber. 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.

Supplemental Claims

Treasurer Goldsmith presented the board with a supplemental claim in the amount of \$136.07 to Midcontinent Communications for the August internet/phone services.

Motion/Second to approve supplemental claim in the amount of \$136.07 by: Hassett/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.

Report of July Disbursements Not Paid Through Claims

Treasurer Goldsmith presented a report of July 2022 disbursements not paid through the claims process. There was one transaction for a payment in the amount of \$19.00 to Lewis Software for processing Q1 and Q2 federal tax forms. The Q1 2022 charge was paid on March 29, 2022, so the billing for the return is an error. Lewis Software will issue a credit for the over-charge that will cover the Q3 tax filings.

This report will be retained as a part of the Official Minutes, which are available in the Clerk’s Office.

Report of Electronic Transfers

Treasurer Goldsmith reported that he transferred \$1,400 from the Sherburne State Bank checking account to the Sherburne State Bank debit card account to replenish the debit account. The transfer and amount were pursuant to the town’s credit card policy.

This report will be retained as a part of the Official Minutes, which are available in the Clerk’s Office.

Accounting Adjustment Memo

Treasurer Goldsmith presented an accounting adjustment memo for board approval. To balance the Seton Foster escrow accounts, in CTAS on July 31, 2022, Treasurer Goldsmith processed a disbursement from the road escrow account and a receipt in the encroachment escrow account, each in the amount of \$277.96. The result is that, as of the end of July, both of Seton Foster’s escrow accounts show a zero balance.

Motion/Second to approve the treasurer’s accounting adjustments described in the accounting adjustment memo dated August 24,2022 by: Arnold/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

A copy of the August 24, 2022 memo will be retained as a part of the Official Minutes, which are available in the Clerk’s Office.

Payroll Claims – August 2022

Treasurer Goldsmith presented the board the August payroll claims in the amount of \$4,969.61. This amount included the August election judges payroll in the amount of \$2,531.62.

Motion/Second to approve the August payroll claims in the amount of \$4,969.61 by: Ellinger/Hassett. 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: \$ 2,284,319.35. This amount included 4M fund balance.

Motion/Second to accept the July 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 account is earning 1.08%, the Sherburne State Bank Debit Checking account is earning 1.08%, the money market account is earning 1.13%, the CD is earning 0.60%, and the 4M fund is earning 1.34%.

Treasurer’s Report

Town Funds balances as of July 31, 2022:

General Fund:	\$84,719.66	Road & Bridge:	\$ 756,743.16
Fire:	\$65,580.33	Capital Reserve:	\$ 199,707.93
ARPA Fund:	\$363,882.38	Driveway Escrows:	\$ 18,000.00
SOEL Escrow:	\$25,760.41	Pine Crest Estates Escrow:	\$ 7,524.36

All remaining escrows are unchanged.

Motion/Second to accept the Treasurer’s Report date ending 07/31/2022 by: Hassett/Ellinger. Approved by: 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.

Announcements

Clerk Weber Announced:

- September Board Meeting – Wednesday, September 28th – 7PM at Orrock Town Hall

- MAT Annual Conference – Friday, October 14th and Saturday, October 15th – in-person in St. Cloud
- Sherburne County Household Hazardous Waste – Tuesday, September 13th – 2PM to 5PM at KJ’s Refuge Bar and Grill
- Sherburne County Business Lab – program for businesses

Kevin Kruger told the board that he is meeting with a homeowner in the Shores of Eagle Lake and JP Brooks to work on a solution for the storm sewer drainage that is running through their backyard. His time will be billed to the Shores of Eagle Lake escrow.

Adjournment

Motion/Second to adjourn the regular meeting by: Felber/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly on Wednesday August 24, 2022 at 8:04PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 28th day of September 2022 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk