



Regular Meeting  
Wednesday June 17, 2020- 7:00PM

The Orrock Township Board met in regular session, on Wednesday June 17, 2020, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Corrie Silverberg, Supervisors Bryan Adams, Paul Ellinger, Bob Hassett and Clerk Brenda Kimberly-Maas. Also, in attendance were Deputy Clerk Chris Weber, Town Engineer Mike Nielson and three audience members. Tele-conferencing into the meeting was Treasurer Gary Goldsmith. Absent was Supervisor Eric Peterson.

A quorum was present, the meeting was called to order by Chair Silverberg, at 7:00PM and the Pledge of Allegiance to the United States of America was recited.

#### **Meeting Agenda Approval**

Clerk Kimberly-Maas added Open Forum to the agenda, Chair Silverberg added under Roads, letter E – Road Grading and Supervisor Adams added under Roads, letter F – Culverts.

Motion/Second to accept the revised agenda by: Adams/Ellinger. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: none. Abstained: None.

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

#### **Approval of Meeting Minutes**

Motion/Second to approve the May Regular Minutes by: Ellinger/ Hassett. In favor: Adams, Ellinger & Silverberg. Opposed: none. Abstained: Hassett. Motion Prevailed.

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

No report was given

#### **Open Forum**

An Orrock Township Resident discussed her concern with rooster noise in her neighborhood. She told the board that, about a year ago, two separate residents moved roosters into the neighborhood and the roosters are making noise beginning at 4:30am and the noise continues all day. She also stated that the roosters are very loud and that they have tried many ways to drown out the sound. The neighborhood is zoned residential.

Supervisor Adams stated that he discussed the situation with the neighbor and that the neighbor agreed to put up a fence. Chair Corrie Silverberg stated that he is not comfortable with regulating at this time, would like to research and put this item on next month's agenda.

#### **Clerk's Business**

##### **Elections**

- Resolution 2020-07 Change Polling Location – discuss/action

Clerk Kimberly-Maas presented Resolution 2020-07 – A Resolution Changing the Designated Polling Location for the Township of Orrock. State Statute allows the Town to change a polling place due to the COVID-19 distancing requirements. This resolution needs to be adopted by July 1<sup>st</sup> and, if the resolution is adopted,

the county will automatically notify the residents of the polling location change. If the township needs to enforce a 6-foot distance requirement, the town hall would not be a viable polling place.

Clerk Kimberly-Maas requested that the board move the polling location for the August Primary and November General elections to the Sherburne County Trail Association Trail Shed at 17128 261<sup>st</sup> Avenue Northwest, Big Lake, MN. Brenda informed the board that the township insurance would cover any liability and that Commander Steve Doran does not have any traffic concerns. Supervisor Ellinger asked for and received confirmation that the declaration for both the Primary and General elections would need to be completed by July 1<sup>st</sup>. The board agreed that, to avoid confusion, the polling location should be moved for both the Primary and General elections.

Chair Silverberg's opinion is that the township does not have any choice other than moving the polling place for the 2020 elections and Supervisor Adams agreed. Supervisor Hassett noted that the township would have to place signs at both locations directing voters to the correct polling location. Supervisor Ellinger expressed concern about the narrow driveway width at the Sherburne County Trail Shed location and suggested that the board offer to widen the entrance. Treasurer Goldsmith had asked if the board could hire a couple of people to do traffic control.

Supervisor Adams will contact the trail association president to discuss the possibility of widening the entrance at the Trail Shed.

Motion/Second to adopt Resolution 2020-07 – A Resolution Changing the Designated Polling Location for the Township of Orrock by: Silverberg/Hassett. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: None Abstained: None Motion Prevailed.

- Election Judge Recruitment Postcard

Clerk Kimberly-Maas presented the costs for an election judge mailing to be sent to Orrock Township residents. This postcard is to recruit election judges. Nystrom Publishing's estimate to print and mail the postcards is \$534.57.

Supervisor Ellinger presented to the board information from the MAT website regarding the CARES Act Funding to Towns and thought that this cost might qualify for reimbursement. He also stated that Orrock Township could qualify for a reimbursement amount of almost \$94,000. Clerk Kimberly-Maas stated that this postcard would be mailed regardless of the COVID -19 because the township needs more election judges. Brenda will staff at least 7 election judges per shift and currently has 10 confirmed election judges.

Clerk Kimberly-Maas also told the board that she needs to maintain party balance of election judges and that the township's election judge list is currently leaning more heavily to one party.

Motion/Second to approve the printing and mailing of the postcards at the estimated cost of \$534.57 by: Ellinger/Hassett. In favor: Adams, Ellinger Hassett & Silverberg. Opposed: None Abstained: None Motion Prevailed.

Sand Dunes Food & Fuel, LLC Tobacco License – discuss/action

Clerk Kimberly-Maas presented a Request for Tobacco License for Sand Dunes Food & Fuel, LLC. The Sand Dunes gas station has been sold to Jeff and Laura Jones and their goal is to open in early July. Brenda noted that this is a new license request.

Motion/Second to approve the Sand Dunes Spirits Tobacco License by Adams/Silverberg. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: None Abstained: None Motion Prevailed.

**Roads**

Ratify Pothole Repairs Quote Acceptance – discuss/action

Supervisor Adams presented a quote from Erickson Asphalt in the amount of \$4,950 for asphalt patching (\$150 per patch) and stated that the patching would be completed within the next two weeks.

Motion/Second to ratify the Erickson Asphalt patching expenditure in the amount of \$4,950 by Ellinger/Hassett. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: None Abstained: None Motion Prevailed.

2020 Overlays Pay Voucher #1 – discuss/action

Mike Nielson presented Pay Voucher #1 in the amount of \$426,497.87 for payment to OMG Midwest for the 2020 Road Improvements. He also stated that one driveway needs to be repaired. The driveway should be completed by the weekend and seeding is completed.

Motion/Second to approve Pay Voucher #1 in the amount of \$426,497.87 by Adams/Silverberg. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: None Abstained: None Motion Prevailed.

2021 Overlay Recommendations – discuss/action

Mike Nielson presented the 2021 Draft Road Project list to the board. The proposed work includes the following segments. Mike noted that none of the streets need immediate repair at this time, however the township wants to get the extra bituminous on the roads.

- 189<sup>th</sup> Street from CR 4 to 259<sup>th</sup> St NW \$212,000
- 190<sup>th</sup> Street from the south cul-de-sac to 191<sup>st</sup> St. NW \$ 38,000
- 191<sup>st</sup> Street from 190<sup>th</sup> Street to 261<sup>st</sup> Street NW \$154,900
- 261<sup>st</sup> Street from West Cul-De Sac to CR 5 \$200,000

**TOTAL (including 10% Contingency + 15% Engineering Fee) \$605,000**

Three segments could be removed and paved later. Removing these segments would reduce the cost by \$104,200.

- 189<sup>th</sup> Street: from 258<sup>th</sup> Ave NW to 259<sup>th</sup> Ave NW -\$28,500
- 190<sup>th</sup> Street from Cul-de-sac to 191<sup>st</sup> Street -\$38,200
- 261<sup>st</sup> Ave NW from west end to 191<sup>st</sup> Street NW -\$37,500

**TOTAL DEDUCTION -\$104,200**

Supervisor Adams asked Treasurer Goldsmith, if the township moves forward with these expenditures in 2020, how the township’s cash flow would be affected. Gary stated that he does not have an issue with cash flow but has concerns with the overall budget and possible reduced tax collections, due to Covid-19. He feels more comfortable with completing the projects with the three segments removed.

Clerk Kimberly-Maas asked Treasurer Goldsmith what the township has received for tax collections this year. Gary stated that he had just received notification that the township will be receiving approximately 1/3 of the 2020 estimated tax collections payment for the year and noted that it is difficult to predict what the total tax collections will be for 2020.

Supervisor Ellinger asked Mike Nielson if the township would save money by completing the projects in 2020. Mike stated that his opinion is that prices will hold and feels that contractors will be looking for work this fall due to their projects being pulled due to COVID. Mike stated that he would get one bid for completion this year and a separate bid for completion next year. The board would pay the engineering fees up front but, if not satisfied with the bids, could reject the bids and re-bid in 2021.

Treasurer Goldsmith noted that these would be 2021 projects being completed in 2020 and if the projects were completed this year, the CD’s would need to be liquidated and there would be no excess money going into 2021.

Motion/Second to have Mike Nielson seek bids for the road projects, less the three segments, for completion in 2020 or 2021 by Ellinger/Silverberg. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: None Abstained: None Motion Prevailed.

## Signs

- Inventory & Replacement Schedule – discussion
  - Supervisor Hassett presented his sign inventory and replacement schedule to the board. Clerk Kimberly-Maas had sent Bob information on stickers that Big Lake Township purchases for their signs. Clerk Kimberly-Maas will order stickers for the road signs. The township signs will be replaced by quadrant. Clerk Kimberly-Maas noted that it would be beneficial to have the section number indicated on the spreadsheet and have the spreadsheet sorted by section number. The sections in the Northeast Quadrant are scheduled for replacement in 2020. Supervisor Hassett stated that now would be a good time to replace “dead end” to “no outlet” signs.
  - Supervisor Hassett told the board that he had received a call from an Ann Lake board member asking that the township purchase two “No Power Loading” signs for the boat landing. Brenda will check with the DNR conservation officer to find out if those signs would be enforceable. The landing is owned by Orrock Township, maintained by the Ann Lake Improvement Club and is a DNR landing.
- Current 30 MPH signage - discussion
  - Mike Nielson stated that 170<sup>th</sup> Street does not meet the state requirements for a 30MPH zone. He stated that the curve could be signed as a cautionary 20MPH zone and that 168<sup>th</sup>, 232<sup>nd</sup> and 231<sup>st</sup> Avenue all meet the 30MPH requirements. If 30MPH signs were posted prior to 2009 the speed limit signs are grandfathered in. Mike stated that if there is not a speed limit sign posted on a township road, the speed limit is 55 MPH.
    - Motion/Second to order and install eight - 30MPH speed limit signs, with a map to come from Mike Nielson, by: Adams/Ellinger. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: None Abstained: None Motion Prevailed.

## Road Grading

Chair Silverberg informed the board the Daryl Waletzko purchased grading equipment and requested that the board authorize an expenditure of up to \$1,000 to Darryl Waletzko, LLC for road grading. Darryl does not know how long it would take but believes he could complete the grading for approximately \$1,000.

Motion/Second to authorize Darryl Waletzko, LLC to grade the roads for a cost not to exceed \$1,000 by Silverberg/Hassett. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: None Abstained: None Motion Prevailed.

## Culverts

Bryan Adams asked Mike Nielson to make a recommendation on the need for driveway culverts in the township. Mike Nielson stated that with the sandy soil, he is not sure how much water the ditches could take without over-topping. Mike would like to discuss with the County Engineer prior to making a recommendation. This item to be placed on the July meeting agenda.

## Supervisor Updates / Committee Reports

Supervisor Adams stated that road tree trimming needs to be completed on the state road as well as around Eagle and Ann Lakes. Trees will be trimmed on 233<sup>rd</sup> Avenue east of CR 15 and on 168<sup>th</sup> Street south of County Road 4. Bryan will get the specs to Clerk Kimberly-Maas and the RFQ will be published in the ER Star News and on the website.

Supervisor Adams also told the board that Darryl will be mowing the ditches and working on the shouldering work. Bryan also noted that that the rocks have been moved on the Eagle Lake road and that Darryl will be putting a sign up on that road.

Supervisor Ellinger reported that the ZLFD met in Tuesday, June 16<sup>th</sup>. The maximum guarantee price for the Community Center/Fire Station is just under \$5.4M. Supervisor Hassett asked if the board could get the ZLFD contract pricing guaranteed and Clerk Kimberly-Maas stated that the contract would need to be re-negotiated. Treasurer Goldsmith confirmed that the ZLFD fire contract is based on the set formula and that the factor in the contract that is in the ZLFD control is the operating budget for fire services. Treasurer Goldsmith will review the contract. Supervisor Hassett

would like to see a representative from ZLFD to attend a township board meeting. Supervisor Ellinger does not feel that would be beneficial at this time. Gary would like Paul, as township liaison, to have a discussion with the ZLFD committee regarding the ZLFD fire contract and projected costs. Treasurer Goldsmith stated he was told that the ZLFD does not expect the township to pay for the building and the township will only be paying for fire services. Supervisor Ellinger will continue to update the board on the project.

Supervisor Ellinger presented an article that was in the MAT newsletter regarding funding that is available to rural towns felt that the township should do research on this funding . Chair Silverberg stated that he will research.

### 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

Motion/Second to approve routine claims by: Ellinger/Hassett. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: none. Abstained: None. Motion Prevailed.

#### Payroll Claims – June 2020

Treasurer Goldsmith presented the Board with the payroll claims for the month of June.

Motion/Second to approve payroll claims by: Adams/Silverberg. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: none. Abstained: None. Motion Prevailed.

### Treasurer's Report

Town Funds balances as of May 31, 2020:

General Fund: \$72,745.71	Road & Bridge: \$790,634.96
Fire: \$25,988.34	Capital Reserve: \$191,125.32

State Park Roads: \$0.00 The final reimbursement has been received for this fund.

All escrows are unchanged, except for the Warnke escrow.

Motion/Second to accept the Treasurer's Report date ending 05/31/2020 by: Silverberg/Ellinger. Approved by: Adams, Ellinger, Hassett and Silverberg. Opposed: None. Abstained: None. Motion Carried.

### Cash Control Statement and Investment Update

Treasurer Goldsmith presented the Board with the Cash Control statement. Ending cash balance after reconciling the books with the bank statements: \$ 1,220,158.27. Total interest received for the month was minimal. This amount included 4M fund balance information.

Motion/Second to accept the May Cash Control Statement: Adams/Hassett. Approved by: Adams, Ellinger, Hassett and Silverberg. Opposed: None. Abstained: None. Motion Carried.

### Review of 2019 Fund and Road Project Costs

Treasurer Goldsmith stated that each of the funds ran a surplus in 2019. He noted that engineering costs for Road and Bridge projects came in at or below the expected amount that the engineering firm did a considerable amount of work on the DNR Grant Project on 168<sup>th</sup> and 233<sup>rd</sup> Avenue. Supervisor Adams asked Mike Nielson when the township would see the remainder of the grant reimbursement. Mike Nielson stated that he had received an email on June 10<sup>th</sup> and the check should be received within 30 days.

### Announcements

Anne Kostrzewski introduced herself to the board. Anne is running for Sherburne County Commissioner District 3, which encompasses Orrock Township.

### Adjournment

Motion/Second to adjourn the regular meeting by: Silverberg/Hassett. In favor: Adams, Ellinger, Hassett

& Silverberg. Opposed: none. Abstained: None.

Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday June 17, 2020 at 9:00PM.

Respectfully Submitted,  
Chris Weber  
Town of Orrock, Deputy Clerk

Accepted this 15<sup>th</sup> day of July 2020 by the Orrock Township Board of Supervisors.

\_\_\_\_\_  
Corrie Silverberg, Chair

Attest: \_\_\_\_\_  
Brenda Kimberly-Maas, Town Clerk