



REGULAR MEETING
WEDNESDAY MARCH 28, 2018 7:00PM

The Orrock Township Board met in regular session, on Wednesday March 28, 2018 at 7:00PM, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota. The meeting was called to order by Chairman Gotzian and the Pledge of Allegiance was recited.

Chair Charlie Gotzian, Vice-Chair Bryan Adams, Supervisor Bob Hassett, Supervisor Eric Peterson Supervisor Corrie Silverberg, Treasurer Laura Jones and Clerk Brenda Kimberly-Maas, were in attendance. Kevin Krueger – Town engineering firm, Darryl Waletzko – Town Contractor and audience members were also present. A quorum was present and the meeting was called to order by Chair Gotzian, at 7:00PM and the Pledge of Allegiance was recited.

MEETING AGENDA APPROVAL

Items added under roads e: second driveway request, f: 261st Ave & 190th St.

Motion/Second to accept the March Agenda with the addition to Roads, item e. “Randy Ripp, second driveway request” and f. “261st Ave & 190th St.” by: Adams/Hassett. All present approved. Motion Passed and the meeting proceeded in accordance with the amended agenda.

APPROVAL OF MEETING MINUTES

Motion/Second to approve the February Regular Meeting Minutes by: Silverberg/Gotzian. All Supervisors present approved. Motion Passed.

SHERIFF’S REPORT

Commander Steve Doran presented the February Report. There were a total of 129 calls for service. Nothing serious.

CLERK’S BUSINESS

PRESENTATION OF THE 2018 ANNUAL MEETING MINUTES - DRAFT

Clerk Kimberly-Maas presented the DRAFT copy of the 2018 Annual Meeting Minutes. There were no concerns or revisions requested by Board members, who attended the meeting. The DRAFT copy will be available for public review, online and at the Town Hall.

Tax Forfeited Land

Clerk Kimberly-Maas presented information about the one parcel which had been forfeited. Parcel ID # 35-408-0808, Lots 6 & 7 of the Ann Lake Beach plat. She inquired if the Board had any interest in acquiring the parcel. The Board had no interest in pulling the parcel from the sale, for Town purposes.

Recycle Day – Contract with Town of Big Lake

Clerk Kimberly-Maas presented for the Board’s consideration, the Agreement to participate in the joint Recycle Day event with the Town of Big Lake, Orrock Township and the City of Big Lake. She explained it is the same Agreement used for previous year’s events.

Motion/Second accepting the Agreement and enter into contract with the Town of Big Lake for the 2018 Recycle Day event by: Gotzian/Silverberg. All Supervisors present approved. Motion Passed.

Proposed Zoning Ordinance Amendment

Clerk Kimberly-Maas informed the Board that Sherburne County approved the 2018 Gopher Bounty reimbursement of \$1.00 per gopher or ground squirrel harvested. No Action required.

Proposed Zoning Ordinance Amendment

Clerk Kimberly-Maas asked if there were any concerns on the request made to amend the Sherburne County zoning ordinance. The request was made by residents in Baldwin Township, due to the fact that the current ordinances do not permit events, such as weddings, in areas zoned as General Rural Zoning District. The proposed amendment would allow this type of use, under an IUP. The information had been sent electronically to the Board, for review, prior to the meeting. The Board had no concerns. Brenda will make comments in favor of this request to the Planning and Zoning department.

Minnesota Investment Fund Grant Letter

The Board had been sent a draft of a letter to be sent to the Minnesota Department of Employment and Economic Development, in support of funding for the local business, Reliant Systems, currently located in Orrock Township. The business owners are looking to expand, as their business has grown. The owners investigated a number of solutions and found the best option for their business is to relocate. They are looking to relocate in Zimmerman and have applied for Minnesota Investment Funding(MIF) grant dollars. Dan Weber, Sherburne County Assistant Administrator had requested a letter in support of this funding, from the Board. Bob Hassett asked if this expansion would add jobs to the business. Brenda told him that Dan had informed her there would be up to nineteen new jobs added by this expansion. Additionally, the business would remain in the region, which means these positions could be filled by Orrock residents. The Board felt supporting the efforts of Reliant Systems in acquiring MIF dollars, was a good idea.

Motion/Second approving the letter in support of Reliant Systems application for Minnesota Investment Funds by: Adams/Hassett. All Supervisors present approved. Motion Passed.

Heritage Trails Developer's Agreement

Mike Nielson sent a memo to the Board addressing Heritage Trails Fourth Addition and Heritage Trails Fifth Addition. In his memo, Mike stated he had received a copy of Heritage Trails Fifth Addition Final Plat, done by Bogart Pederson. The plat had not been, but will be signed by Craig Wensmann – Bogart Pederson. Mike also recommended the approval of Heritage Trails Fourth Addition Final Plat and Fifth Addition Final Plat, contingent on the signature by Bev Aubol and the Town, of a Developer's Agreement with the following conditions:

1. No further platting be allowed until the roadway improvements for 246th Ave NW, from 190th St. NW to the west limits of Lot 1, Block 1 Heritage Trails Third Addition, PID 35-502-0105 are completed in accordance with the Town's requirements.
2. No further platting be allowed until the roadway improvements of 190th St. NW to the north limits of Lot 1, Block 1, Heritage Trails Fifth Addition are completed in accordance with the Town's requirements.

The memo also noted the preliminary plats were done several years prior. Since then, stormwater treatment requirements have changed. Mike recommended the Board consider the prior stormwater improvements adequate and require no additional ponding.

Motion/second to approve the final plats of Heritage Trails Fourth Addition and Heritage Trails Fifth Addition, contingent on a Developer's Agreement written to include:

1. No further platting be allowed until the roadway improvements for 246th Ave NW, from 190th St. NW to the west limits of Lot 1, Block 1 Heritage Trails Third Addition, PID 35-502-0105 are completed in accordance with the Town's requirements.
2. No further platting be allowed until the roadway improvements of 190th St. NW to the north limits of Lot 1, Block 1, Heritage Trails Fifth Addition are completed in accordance with the Town's requirements.

And allow the prior stormwater improvements as adequate by: Adams/Silverberg. All Supervisors present approved. Motion Passed.

Spring Newsletter

Clerk Kimberly-Maas had sent an electronic version of a newsletter for the Board to review. She was looking for feedback and approval to have it printed and sent to Town residents. Board members commented the newsletter looked very nice and had no additional information they felt needed to be included.

Motion/second to approving the content of the newsletter and to have it printed and mailed to Township residents by: Adams/Silverberg. All Supervisors present approved. Motion passed.

Dog Catcher Intake Form

Clerk Kimberly-Maas informed the Board of the information she had placed on the “Dog Catcher Intake Form” and asked if there was any additional information the Board felt should be on the form. The Board had no other requirements for the form. Brenda will finalize the form and send electronic copies to the Board.

BOARD BUSINESS/SUPERVISOR UPDATES

Supervisor Adams

State Land(DNR) Road Easement Update – Supervisor Adams informed the Board he had spoken with DNR representatives. The department had proposed legislation to have road easements within Orrock Township, but are the possession of the State and located in State(DNR) acquired land, be turned over to the Township at no cost to the Township. However; the segments of 233rd Ave and 168th St which are in sections 16 and 36, school trust lands, are not in this legislation. This is because legislation requires payment be made for those easements and there is a separate department which oversees the school trust land – not the DNR. Cost estimates for the easements in school trust land is \$34,000. The segments in section 36 came in at \$31,000 and section 16 at \$3,000. Bryan told the DNR the Town is not willing to spend any funds to purchase the easements in the school trust areas, since the Town has been maintaining them at the Town’s expense for over 100 years and there was money for purchasing the easements when was rebuilt. Bryan also told the Board of the three grant applications for State Park Recreation Area (SPRA) funds one has been rejected. However; the two remaining are for 233rd and 168th work. Bryan suggested to the DNR, if the Town doesn’t get the full grant amounts, the amount needed to purchase the easements in school trust land, be awarded. Bryan said the result of the other two grant applications should be released in the next month or two. Bob Hassett stated he would prefer the full grant amount be awarded, the Town is in need of blacktop, turn off lanes and other safety features for the roads. He hopes the State doesn’t just award enough money to get the easements. Bob also noted the Town’s road easements in school trust lands, is not the only concern for the department. There are other townships which have property within trust land and the agency is telling those entities they need to purchase the land or lose their property. For instance, there are 100+ boat landings in school trust land one township has their Town Hall on school trust land, for which the school trust agency is demanding payment. The agency’s concern is if they allow us to get the easements at no cost, precedence will be set and the agency will be out millions of dollars. The final option Bryan suggested to the DNR, was a short-term agreement to maintain the roads. Charlie said he felt maintaining roads which are not owned by the Town was a bad idea and could be viewed as a misappropriation of funds. Corrie stated he felt it makes no sense to obtain the easement for 180th Street, since Sue Dye is the only person on the road and she is seriously considering selling the property. If the State(DNR) purchases it, the State(DNR) would not be willing to purchase the easement back from the Town. Bryan asked for reaffirmation from the Board in their stance on NOT using Town funds to purchase road easements which are in State land and owned by the State. Charlie Gotzian, Bob Hassett, Eric Peterson, Corrie Silverberg and Bryan Adams confirmed they are NOT in favor of spending Town money on obtaining any road easements in STATE(DNR) land and owned by the State. Bob Hassett asked if the Town is awarded the two remaining grants – totaling \$31,000, which is not enough to purchase the easements and perform the work to upgrade the roads, is the Board willing to spend Town funds to make the recommended improvements? The consensus of the Board was to address the question when/if the situation arises.

FOLLOW UP when more information is available.

Supervisor Silverberg

Corrie informed the Board he had attended the Zimmerman/Livonia Fire Board meeting, the previous week. Corrie asked the Fire Board to consider entering into a 3 or 5-year contract with Orrock. Chief Ryan Maloney and board member Tony Brisbin would like to attend our April meeting to discuss a contract and visit, since they have not been to an Orrock meeting in quite some time. At the meeting the Fire Board noted there was an error in the information used to calculate the 2017 contract amount. This resulted in an overcharge of \$495 to the Township. The 2018 contract amount will be reduced \$495 to correct this error. The 2018 fire contract amount increased about \$3000 – with the reduction being included in that number (or \$3500 total increase). Calls for service are also used in the calculation of the annual contract amount. Calls for service logged: 2014 – 17, 2015 – 12, 2016 – 14 and 2017 – 24. Many of the 2017 calls were to the house in the Lake Ann area, where we have had a number of concerns. Corrie also reported the future fire station, land sale was approved with the paperwork being signed in March. The estimated completion of the new station is 2-5years.

ROADS

Orrock/Becker Joint Snow Removal Agreement

Clerk Kimberly-Maas had been in contact with Becker Clerk, Lucinda Messman to see if the Becker Board of Supervisors were interested in a Snow Removal Agreement where Orrock plowed the Becker roads in Eagle Lake Estates and Becker plowed the section of 243rd Ave. from the Becker Town line to County Road 75. The Becker Board was

interested in a Joint Plowing Agreement. Brenda did receive copy of the Agreement which the two Towns had been party to, in the past, from Lucinda and noted some language which addressed summer maintenance and revised the agreement, removing the summer maintenance language. Brenda had inserted language for the term of the Agreement to be for five years. At the end of the five years the Agreement would automatically renew annually, with the ability for termination by either party with 90 days written notice. This language was copied from the joint road maintenance agreement between Orrock Township and Livonia Township. The Board felt the term language did not need to be included. Brenda will remove the term language.

Motion/Second to enter into Joint Plowing Agreement Becker Township, as presented by Clerk Kimberly-Maas by: Gotzian/Silverberg. All Supervisors present approved. Motion passed.

Brenda will send revised agreement to Becker, for their Board's approval. If the Agreement is signed by Becker, she will bring it to the April meeting for Charlie to sign.

Snow Plowing Request for Quotes

Supervisor Adams presented a 5-year (2018-2023 seasons) Snow/Ice Removal RFQ and Contract for the Board's consideration. Bryan had modified the most recent RFQ & contract with a few language changes. The Board reviewed the RFQ & Contract and had no concerns with the language changes. Bryan requested the Board go out for quotes and award the contract at the April meeting. Brenda suggested the deadline for submission be Monday April 23, 2018. This would allow the notice to be placed in the West Sherburne Tribune for two weeks.

Motion/Second to place Snow Plowing Request For Quotes advertisement in the West Sherburne Tribune, deadline for submission on Monday April 23, 2018 by: Gotzian/Adams. All Supervisors present approved. Motion passed.

Weight Restrictions – 147th St to 233rd Ave.

Supervisor Hassett addressed the Board. He had called on Big Lake Township to see if they would consider changing their weight restriction on 147th St. to 5 tons. The reason for his inquiry was to have consistency on the road weight restrictions. Ken Warneke suggested Orrock place a 5-ton ahead sign on 147th St. to notify trucks of the change in weight restriction at County 32 and 225th Ave. No Action needed at this time.

Traffic sign Quotes

Clerk Kimberly-Maas informed the Board she had received quotes from Newman Sign, which the Board had received electronically. M&R Signs submitted a quote, which she received earlier the day of the meeting. Quotes were received for High Intensity Prismatic (HIP) facing and Diamond Grade 3 (DG3) sheeting. Ken Warneke, from Big Lake Township, had told her the extra cost of DG3 facing was worth the investment. Ken also let her know the Town might be able to purchase posts from Sherburne County. Brenda called Sherburne County Public Works and was told posts could be purchased from the County at a lower cost. They would need to be picked up at the Becker station. The low quote for DG3 came from M&R Sign. Brenda had also requested quotes for a new Orrock Town Hall -> sign. Two versions were submitted. One with a single arrow and one with double arrows. Brenda asked if the Board had a preference on which Town Hall -> sign to order. The consensus was to order the single arrow Town Hall sign. The low quote for DG3 facing came from M&R Signs at \$3243.87.

Bob Hassett asked Brenda to find out if M&R Sign uses stickers to indicate the time of production & installation, of the signs, for warranty purposes. Brenda will get that information. Darryl Waletzko informed the Board he learned that any traffic sign which is in a County Road Right of Way, is the responsibility of the County. He also said there are two larger Stop signs in the shed, which likely belong to the County. He will return them.

Motion/Second accepting the quote for DG3 facing and purchase signs needed from M&R Signs, in the amount of \$3243.87 by: Hassett/Adams. All Supervisors present approved. Motion passed.

Randy Ripp 2nd Driveway Inquiry

Clerk Kimberly-Maas had received an inquiry from Randy Ripp, earlier in the day. Before constructing a pole shed on his property, he wanted to know if the Board would allow for a second driveway, for access to a pole shed. Randy supplied drawings on an aerial view of his property, which Brenda had sent to WSB and the Board. Kevin Krueger informed the Board it made sense for them to allow an additional driveway in this case. All Board members agreed. Brenda will let Randy know an additional driveway would be allowed, should he decide to build the pole shed.

261st Ave. & 190th St.

There is a large area which has been undermined and is sinking on 261st Ave. NW. Kevin Krueger told the Board it would be wise to install a culvert to equalize the water on both sides of the road. In the short term, Darryl will cut out the

tar, install an 18" steel culvert, fill the hole with millings and pack the millings down. The area will be paved with asphalt when the weather improves. Estimated cost to temporarily fix the area is \$20,000.

Motion/Second to spend up to \$20,000 to have Darryl Waletzko cut out the pavement in the undermined area of 261st Ave. and 190th St., install an 18" steel culvert, add and pack bituminous millings into the area by: Gotzian/Hassett. All Supervisors present approved. Motion passed.

2018 Road Project Update

Kevin Kreuger addressed the Board, telling the contracts should have been delivered to the Township. Brenda said she thought they may have been in the mail the day of the meeting. She will get the envelop which was delivered, so the they could be signed. Kevin also stated the concerns voiced about the winning bidder, during the Annual Meeting, were relayed to him. Kevin assured the Board there would be a WSB technician on site during paving, to ensure the contractor meets the requirements set forth in the bid documents. WSB will host a pre-con meeting WSB, Board members are welcome to attend. The vendor wants to start paving as soon as road restrictions are removed. Kevin will look into putting a change order in to have the area on 261st Ave. and 190th St. paved. Corrie said the memo from Mike stated he thought it might be a good idea to document the testing procedures done during construction and that he added plant inspection to the testing procedures. Tests run at the bituminous plant would be done, to ensure the tar is within specs. The additional testing would cost roughly \$400. Mike will present a formal proposal for the additional testing, to the Board in April.

FOLLOW UP IN APRIL.V

TREASURER’S BUSINESS

Claims & Consent Agenda Approval

Motion/Second to approve the pay claims by: Silverberg/Adams. All present were in favor. Motion passed.

Treasurer’s Report

Treasurer Jones reported the fund Balances as of February 28, 2018:

General Fund: \$ 128,248.34	Road & Bridge: \$682,213.66
Fire: \$2115.03	Capital Reserve: \$139,373.68
Escrows:	
Heritage Hills: \$0	Pine Cone: \$1,066.25
Woodlands of Livonia: \$4,653.75	Savannah Meadows: \$6,612.61
Shores of Eagle Lake: \$95,567.19	Woods at Eagle Lake: \$506.82
Pine Point: \$4,500.00	Lonesome Oak: \$500.00
Thunderbuck: \$4,182.50	Horseshoe Estates: \$20,700.00
Timberquest: \$20,160.00	Deer Crossing: \$1,000.00
Donahue Estates: \$3,161.25	Jacob’s Ridge: <\$11.25>
Harmony Village: \$0.00	Mystic Ridge: <\$1414.50>

Motion/Second to accept the Treasurer’s Report date ending 02/28/2018 by: Gotzian/Peterson. All present approved. Motion Passed.

ANNOUNCEMENTS

Annual Board of Appeal and Equalization Meeting on Wednesday April 11, 2018 at 4:00PM.

Big Lake Fire Board Meeting on Thursday April 19, 2018 at 4:30PM.

Sherburne National Wildlife Refuge is planning a series of prescribed burns to be conducted during March, April and May when weather and safety conditions are right to meet the objectives of the burns.

ADDITIONAL BUSINESS

Treasurer’s Report - Information

Chair Gotzian stated there was a request to discuss the Treasurer’s report. The reason for the discussion stemmed from complaints from Supervisor Adams. Bryan stated to both Laura and Brenda, there wasn’t enough transparency in the financials and the State Accounting software (CTAS) reports were difficult to understand. In response to Bryan’s concerns, Laura had provided all bank statements for the year, the March disbursements register, March cash control statement and list of outstanding checks to the Board, via email, prior to the meeting. Normally she provides CTAS reports of the monthly Cash Control Statement, Interim Financial Report and Claims List, as well as a scanned copy of all of the invoices to match up with the claims list. Charlie turned the floor over to Treasurer Jones. Laura addressed the Board, asking them what they felt was necessary as far as transparency when discussing financial information. Bryan said the question he had was why Laura only states the fund balances when giving the Treasurer’s report? Was it because this is what had always been done?

He asked if the Cash Control Statement could be used as the Treasurer's report. Laura explained that she uses the Cash Control Statement to balance the books and she reads the fund balances because those numbers are amounts in each fund, after she balances the books. Bryan was concerned that when the Board approves the Treasurer's report, they are only adopting the fund balances. Brenda clarified the Board is approving the full Treasurer's report, which consists of the Cash Control Statement, the Claims Listing – including a copy of each invoice, the Interim Financial Report and a copy of the bank statements. Brenda also informed Bryan that all of those reports are filed in the Treasurer's files and a copy is included with the official meeting minutes. This satisfied his concern over what the Board adopts as the Treasurer's report. Laura also asked if Bryan wanted her to scan the bank statements each month to confirm the deposits and disbursements, matched the information in CTAS. Bryan said, "No." since all of the information is what is approved by the Board and is available to review at the hall. Charlie asked Bryan if the information provided prior to the meeting – CTAS reports of Cash Control Statement, Interim Financial Report, Claims Listing and the copy of all invoices paid for the month, is sufficient.

NO FURTHER ACTION REQUIRED

2018-19 State Road Salt Purchase Program

Brenda had received an email the afternoon of the meeting date, informing the Town of the ability to be a part of a salt pre-purchase program through the State. The Town would be required to commit to an amount of salt for the 2018-19 season and take delivery of the product at our facility. Since the Town has no structure to house salt, the Board decided not to participate in the program.

ADJOURNMENT

Motion/Second to adjourn by: Gotzian/Hassett. All present approved. Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday March 28, 2018 at 8:22PM.

Respectfully Submitted,
Brenda Kimberly-Maas
Town of Orrock, Clerk

Accepted this 25th day of April 2018, by the Orrock Township Board of Supervisors.

Charles Gotzian, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk