



REGULAR MEETING
WEDNESDAY SEPTEMBER 26, 2018 – FOLLOWED
RECONVENED ANNUAL MEETING 7:37PM

The Orrock Township Board met in regular session, on Wednesday September 26, 2018, immediately following adjournment of the Reconvened Annual Meeting, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Charlie Gotzian, Supervisors Bryan Adams, Bob Hassett and Corrie Silverberg, Deputy Treasurer Gary Goldsmith, Clerk Brenda Kimberly-Maas, Commander Steve Doran – Sherburne County Sheriff's Department, Mike Nielson – Town engineering firm, Darryl Waletzko – Town Contractor, Greg Wersal – Mystic Ridge developer, local newspaper reporter and several audience members. Absent were Supervisor Eric Peterson and Treasurer Laura Jones. A quorum was present, the meeting was called to order by Chair Gotzian, at 7:37PM.

Meeting Agenda Approval

Motion/Second to accept the presented Agenda by: Adams/Silverberg. All present Supervisors approved. Motion Passed and the meeting proceeded in accordance with the presented agenda.

Approval of Meeting Minutes

Motion/Second to approve the August Regular Meeting Minutes by: Silverberg/Adams. All present Supervisors approved. Motion Prevailed.

Sheriff's Report

Commander Steve Doran was present. There were 137 calls for service to Orrock, the previous thirty days. Of note: two fraud complaints, one domestic and 57 vehicle stops.

Clerk's Business

Ford 1-Ton

Clerk Kimberly-Maas reported there were two bids received to purchase the Ford 1-ton, plow and salt/sand delivery equipment. The Bids were opened by Treasurer Jones, Deputy Treasurer Goldsmith and Clerk Kimberly-Maas, at the Big Lake Town Hall on Thursday September 20, 2018. The opening was delayed by fifteen (15) minutes, as she had received a notice in the mailbox of attempted delivery, prior to the bid deadline, on Wednesday 9/19/2018. The post office was closed by the time Brenda picked up the mail on Wednesday. She picked up the letter when the post office opened on 9/20/2018. Both bids met the minimum. A bid from Zimmerman Truck Sales in the amount of \$15,750.00 and the second from LA Lawn Care, in the amount of \$16,015.00.

Motion/Second to award the sale of the 2002 Ford 1-ton, Boss Plow and Western sand/salt delivery equipment to LA Lawn Care in the amount of \$16,015.00 by Adams/Silverberg. Approved by: Adams, Gotzian, Hassett and Silverberg. Motion prevailed.

General Election Judges Approval

Clerk Kimberly-Maas presented for approval the list of trained election judges from which she will schedule to work the 2018 General Elections. The list consisted of eight (8) judges.

Motion/Second to approve the list of trained judges for the General Election by: Silverberg/Hassett. All present Supervisors approved. Motion Prevailed.

Hugh E Craig Estates Simple Plat Review

Brenda presented to the Board a simple plat consisting of three (3) parcels named Hugh E Craig Estates. Dean Holm was present as representative of the landowner. Town engineer Mike Nielson had reviewed the plat and given his comments. Mike recommended the proposed plat be approved upon the applicant completing the application and providing County requested information and meeting the County requirements of County memo dated 9/19/2018. Town

Board agreed with the engineer's comments and asked his comments and board concurrence be sent to the County Planning and Zoning office. Brenda will send all comments to the County Planning and Zoning office.

Roads

DNR Easements on 233rd Ave, between 146th St NW and Livonia Town Line

The purchase of DNR easements on the north side of 233rd Ave. NW between 146th St. NW and the Livonia Town line (33' wide approximately ½ mile long), which is in School Trust Land and unlikely eligible for SPRA grant funding, is the remaining easement which serves town residents, but is not owned by the Town. The appraised value of the easement is \$9118.00. The purchase of this easement will cost the Town \$9,200.00, which will include the recording of the Deed. During the reconvened Annual Meeting, Gary Goldsmith had made a motion requesting the Board to spend the required amount to purchase the easement for this stretch of 233rd Ave. Comments were made by residents who live on 146th St., who were in attendance. The Board discussed the pros and cons of purchasing the easement versus leaving it under the ownership of the State. Leaving the easement in ownership of the State would mean the Town or private landowners would have to apply for easement to get legal access across the State-owned easement. This option would cost each applicant a minimum of \$2000.00. The Board felt this was an undesirable option and felt it in the best interest of the Town to obtain the easement for the price of \$9200.00.

Motion/second to purchase the 33' wide easement, on the north side of 233rd Ave. from 146th St NW to the Livonia Town Line – approximately ½ mile (1.97 acres), for the appraised value of \$9118.00 and pay to have the Deed recorded, for the total estimated cost of \$9,200.00 by: Adams/Hassett. Approved by: Adams, Gotzian, Hassett and Silverberg. Motion Prevailed.

168th St. from CSAH to Lake Ann Campground Road

Mike Nielson reported that core samples on 168th St. showed there is 2.5" of bituminous with 3" gravel bed and the road at the south end near the campground entrance has 1" of bituminous with 5" gravel bed. He would like authorization to add an additional 1" of bituminous on the most southerly ¼ mile of 168th St – nearest to the campground road and to pull 2-3 more core samples from the existing road surface. Mike estimates the additional 1" of bituminous will add \$12,000.00 to the project.

Motion/second authorizing 2-3 additional core samples done on 168th St. NW and an additional 1" of bituminous on the most southerly ¼ mile of 168th St. – near the Lake Ann campground entrance, be added to the bid specifications by: Silverberg/Adams. Approved by: Adams, Gotzian, Hassett and Silverberg. Motion Prevailed.

Treasurer's Business

Claims Approval – Routine, Individual and Payroll

Claims and payroll were electronically sent to the Board for review prior to the meeting and were available for public review during the meeting. Three separate claim sets were presented for approval.

Motion/Second to approve routine claims by: Silverberg/Gotzian. All present were in favor. Motion Prevailed. Deputy Treasurer Goldsmith presented the MATIT – insurance, claim to the Board. Gary noted the premium will be reduced when the Ford 1-Ton purchase and transfer of title occurs. He will call MATIT to inform them of this transaction. The premium is due prior to October meeting and to ensure no lapse in coverage, Gary is looking for approval of the current premium. Gary will update the Board in the actual-revised premium paid, at the October meeting.

Motion/Second to approve the current MATIT premium in the amount of \$3103.00 by: Adams/Gotzian. All present Supervisors approved. Motion prevailed.

Payroll Approval

Motion/Second to approve the pay claims by: Silverberg/Adams. All present Supervisors approved. Motion prevailed.

Motion/Second to approve pay claims by: Gotzian/Adams. All present were in favor. Motion Prevailed.

Treasurer's Report

Letter of Credit Release and Acceptance of Roads – Mystic Ridge

Gary reported he had made a detailed reconciliation of the Mystic Ridge escrow account. To perform the task, he requested detail reports from Mike Nielson who was able to extract information from the records at WSB to ensure the billing submitted was accurate. Mike did charge the Town for his time to perform this additional request. Mr. Wersal was present and told the Board he still disagreed with the amount of engineering costs billed to the project and especially disagreed that he should be responsible for the billing done to perform the detail reporting done by Mike for the detail reconciliation.

The Board stated the request to have the detail reconciliation done was made by Mr. Wersal to the Board. The Deputy Treasurer needed the additional information to accurately reconcile the account. Therefore, the additional charges made against the Mystic Ridge escrow was appropriate. Gary informed the Board there is a shortage in the escrow of \$366.75. The escrow will need to be made whole as was stated as the condition of release of the letter of credit motion made during the August meeting. Mr. Wersal grudgingly agreed to pay the shortage. Gary requested the Board accept the reconciliation report by motion, since the request was made by the Board during the August 29, 2018 meeting.

Motion/Second accepting the Mystic Ridge escrow detailed reconciliation report and release the letter of credit by: Adams/Gotzian. Adams, Gotzian, Hassett and Silverberg approved. Motion Prevailed.

Treasurer's Report

Deputy Treasurer Gary Goldsmith reported the Town's fund Balances as of August 31, 2018:

General Fund: \$ 144,990.81	Road & Bridge: \$520,515.48
Fire: \$2112.84	Capital Reserve: \$139,373.68
Escrows:	
Heritage Hills: <\$5,104.00>	Pine Cone: \$1,066.25
Woodlands of Livonia: \$4,653.75	Savannah Meadows: \$6,566.36
Shores of Eagle Lake: \$95,024.24	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: \$19,910.00	Deer Crossing: \$1,000.00
Donahue Estates: \$3,161.25	Jacob's Ridge: <\$11.25>
Harmony Village: \$0.00	Mystic Ridge: <\$3023.75>

Motion/Second to accept the Treasurer's Report date ending 08/31/2018 by: Silverberg/Adams. All present approved. Motion Prevailed.

Informational Items

Gary reported some informational items to the Board. When going through the detailed reconciliation of the Mystic Ridge escrow, he noticed some of the WSB invoices had been erroneously assigned to incorrect funds. Gary made the corrections to have the debt assigned to the correct funds. An outstanding voucher (issued in 2016) made out to Charlie Gotzian, in the amount of \$276.21 was voided and reissued. This resulted in an increase to the 2016 ending balances. The increase to 2016 ending balance will not automatically carry forward when the following years are already closed. Two methods can be used to get the correct beginning balances in the subsequent years. Either reclose the year through the accounting system or manually change the beginning balances. The latter was chosen and Gary manually increased the beginning balance of fiscal years 2017 & 2018. The incoming cash balance of fund 816 was changed to \$2,703.75. The 2017 report for fund 201 showed an ending balance of \$677,068.66, while the 2018 report shows an incoming cash balance of \$676,508.66, which does not reflect the increase of \$560 based on the reallocated invoices from the Mystic Ridge Development. Gary adjusted the 2018 incoming cash balance for fund 201 to \$677,068.66 to account for the 2017 adjustments.

Deputy Treasurer Goldsmith will be contacting Mr. Bev Harvey to inform him of reductions in the escrow will occur as signage (street names and E911) purchases/installation and engineering is done. Gary and Brenda had discussed technology needs. The discussion of technology needs resulted in understanding there is no need for a second line – used for faxing. Gary will call Windstream and have the second line removed. They also determined that a laser printer/copier/scanner would be best for the Town. Further research will be done to find a suitable piece of equipment.

Gary also informed the Board he had been added to the Bank accounts as an authorized signor. He also has been given the password to update the website and will do some revisions to it. Lastly, he has the ability to pull data/reports from CTAS and create custom reports. He will do some work on custom reports for the Board.

Announcements

Brenda announced Sherburne National Wildlife Refuge Festival will be held on Saturday the 29th of September and the Sherburne County Association of Townships (SCAT) quarterly meeting will be on Wednesday October 17th at the Sherburne History Center. Dinner will be served at 6:30PM and meeting to commence at 7:00PM, for those who are interested.

Last Call for Business

Darryl Waletzko told the Board there are several cul-de-sacs where homeowners have placed their mailboxes next to their driveways and many fences which are in the Town Right of Ways, making plowing difficult and sometimes dangerous. The current mailbox ordinance states that mailboxes are to be placed before or after the entrance to the cul-de-sac. Supervisor Gotzian asked if Darryl could make a list of the cul-de-sacs and mailboxes which are not in compliance. As well as, homes with obstructions in the ROW. The list will be provided to the Clerk who will send a letter to the homeowners. Darryl stated he could perform this task.

Motion/Second authorizing Darryl Waletzko to drive township roads, make a list of non-compliant mailboxes and ROW obstructions, deliver list to Clerk and have letters written to homeowners to have the non-compliant items corrected by: Silverberg/Gotzian. Approved by: Adams, Gotzian, Hassett and Silverberg. Motion Prevailed.

Brenda noted the Town lawyer noted the current mailbox ordinance should be rewritten to reflect the current Right of Way and Driveway ordinances.

Adjournment

Motion/Second to adjourn by: Gotzian/Hassett. All present approved. Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday September 26, 2018 at 8:42PM.

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

Accepted this 31st day of October 2018, by the Orrock Township Board of Supervisors.

Charles Gotzian, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk