



Regular Meeting
Wednesday March 18, 2020- 7:00PM

The Orrock Township Board met in regular session, on Wednesday March 18, 2020, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Corrie Silverberg, Supervisors Bryan Adams and Paul Ellinger, Clerk Brenda Kimberly-Maas, Treasurer Gary Goldsmith. Also in attendance were Deputy Clerk Chris Weber, Darryl Waletzko – Town Contractor and one audience member. Absent were Supervisors Eric Peterson and Bob Hassett.

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 Regular Business, Item D – Warnke Contract Update and Supervisor Adams added under Roads – Road Grading and Sign Replacement.

Motion/Second to accept the presented agenda including the revised business by: Adams/Ellinger. All present Supervisors approved. Motion prevailed, and the meeting proceeded in accordance with the revised agenda.

Approval of Meeting Minutes

Motion/Second to approve the February Regular Minutes by: Ellinger/ Adams. All present Supervisors approved. Motion Prevailed.

Sheriff's Report

No report was given

Open Forum

There were no open forum items.

Clerk's Business

Presentation of DRAFT Annual Meeting Minutes

Deputy Clerk Weber presented the Draft Annual Meeting minutes to the board.

Midco Expansion – Resolution 2020-06 Waiving Right to Franchise Agreement

Bryan Adams discussed the Midco expansion project with John Adams from Midco. Schroeder Construction will be installing the project and the project will be directional bored in grassy areas and plowed in the rural areas. Everything will be underground. Bryan had requested an escrow amount of \$10,000 and John Adams said that would be acceptable.

Clerk Kimberly-Maas presented Resolution 2020-06 Waiving Right to Regulate Cable Franchise. This resolution grants Midco's request to remove Midco's cable communication system from the provisions of Minnesota Statutes Chapter 238 that regulate cable television franchises until such time as the Town Board by resolution determines to regulate Midco's cable communications system.

Motion/Second to adopt Resolution 2020-06 Waiving Right to Regulate Cable Franchise by Adams/Silverberg. All Present supervisors approved. Motion Carried.

Supervisor Adams recommended issuing a Right-of-Way permit based on the receipt of a \$10,000 escrow. Clerk Kimberly-Maas had asked who would complete the inspections. The board's opinion is that Darryl Waletzko should be able to complete the inspections.

Motion/Second to revise the existing Right-of-Way permit to include an escrow of \$10,000 by: Adams/Silverberg. All present supervisors approved. Motion Carried.

Future Meeting in Response to COVID-19 – Discussion / Action

Treasurer Goldsmith had requested that the board adopt a temporary policy of conducting township meetings via teleconference. Considering the COVID-19 crisis, the board felt that it would make sense to authorize conducting township meetings via teleconferencing. Clerk Kimberly-Maas had recommended moving forward with authorizing teleconference meetings and re-evaluating in April, dependent upon the COVID-19 status. To conduct an official meeting, one person needs to be onsite at the town hall, however more than one person can be onsite. Supervisor Ellinger would prefer to conduct township meetings via teleconference rather than by executive committee.

Motion/Second to allow teleconferencing meetings until further notice by Ellinger/Silverberg. All present supervisors approved. Motion Carried.

Clerk Kimberly-Maas will research teleconferencing options and the notice will be posted in the Elk River Star News and on the website.

Warnke License Agreement

Clerk Kimberly-Maas informed the board that she had discussed the license agreement with Tom Warnke and that Tom has a question on the right-of-way definition that is in the agreement. Brenda had reached out to Dan Berning to discuss and the project is still moving forward.

Roads

255th Avenue Livonia Project

Supervisor Adams reported to the board the Livonia Township is doing an overlay project on 255th Avenue. A portion of 255th Avenue is in Livonia Township and a portion is in Orrock Township. Bryan had discussed the project with Mike Nielson. The township's cost to overlay the township section would be approximately \$27,000. Mike informed Bryan that the township portion is not suitable for overlay and that the road is on list for reclamation within the next two years. Bryan would like to cooperate with Livonia on the project but wants to make sure that it is in the best interest of the township. Clerk Kimberly-Maas had asked if Livonia Township would agree to Orrock Township doing a reclamation project on the township section. Bryan had asked the board if the township wants to spend a cost of \$50-\$60,000 to add that project to this year's projects. Supervisor Ellinger had asked if the township would save money on the project by reclaiming the road at the same time that Livonia Township completes their overlay project. Bryan Adams stated that he will call the project engineer to see they can get a price for reclaiming Orrock Township's section of the road. Treasurer Goldsmith noted that if the township moved the project to this year, the money would come out of the Road and Bridge Fund reserve. Bryan will confirm Orrock Township specs with Mike Nielson prior to requesting a quote from Livonia Township's engineer.

Road Grading

Bryan Adams had talked to the county about road grading and stated that Sherburne County could provide road grading assistance if the township needed it. Darryl Waletzko stated that Livonia Township has their own road grader. Bryan will contact Livonia Township to see they could do the road grading and noted that Class 5 should be brought in on a couple of roads. Darryl Waletzko will bring in Class 5 and spread it on the necessary roads prior to having the road grading completed.

Sign Replacement

Supervisor Adams noted that a couple of years ago the township wanted to implement a sign replacement program. Clerk Kimberly-Maas presented a spreadsheet listing the signs that have been completed. The signs need to be rotated every 10 years. State regulation states that road restriction signs must be posted at each end of a township road. Clerk Kimberly-Maas stated that without having all signs posted per regulation, the township cannot enforce road

restrictions. Brenda had asked if our signs are 5-ton or 7-ton road restrictions. Darryl stated that the signs say 5-ton during road restrictions and 7-ton when no restrictions are in place. Darryl Waletzko stated that there are 55 signs and 25 ground posts that would be needed. He also noted that all roads going into DNR are posted on each end. Treasurer Goldsmith noted that there is \$6,000 in the budget for signs. Chair Silverberg asked who is policing the enforcement of road restrictions and Adams and Silverberg asked if it is worth the effort and cost of putting up and then removing all signs. It was also noted that all county roads coming into the township are 7-ton roads. Supervisor Adams stated that if the signs are up, we can call the sheriff. Darryl Waletzko suggested choosing which roads to post – those that most need it. Treasurer Goldsmith noted that it is now only four weeks until road restrictions are off and recommended that if the township wants to post road restrictions that the township get a quote and order signs and posts for next year. The board would also need a quote from Darryl Waletzko for putting the signs in and taking the signs out. Clerk Kimberly-Maas will get a quote for 55 signs and 25 posts. The board will revisit this item in April.

Road Sweeping

Darryl Waletzko had asked the board if they wanted to have the roads swept and stated that the cost would be under \$5,000.

Motion/Second to authorize Darryl Waletzko to complete road sweeping at a cost not to exceed \$5,000 by: Ellinger/Adams. All present supervisors approved. Motion Carried.

Supervisor Updates / Committee Reports

Supervisor Ellinger stated that he is continuing to monitor the Zimmerman/Livonia fire hall project and stated that he will not be able to attend the May Meeting. He also noted that the fire department's goal is to break ground by May 1st. Treasurer Goldsmith noted that he had asked the Zimmerman Fire Hall finance committee if Orrock Township was going to pay for the new facility and was told that the township would only be paying for fire service.

Supervisor Ellinger reported that the contract committee met and reviewed existing contracts and that some contracts may need to be updated and may be coming back to the board.

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/Silverberg. In favor: Adams, Ellinger, & Silverberg. Opposed: none. Abstained: None. Motion Prevailed.

Payroll Claims – March 2020

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

Motion/Second to approve payroll claims by: Adams/Ellinger. All present supervisors approved. Motion Carried.

Treasurer's Report

Town Funds balances as of February 29, 2020:

General Fund:	\$95,886.41	Road & Bridge:	\$830,923.40
Fire:	\$53,382.50	Capital Reserve:	\$195,373.68
State Park Roads:	(\$7,621.75)		

All escrows are unchanged

Motion/Second to accept the Treasurer's Report date ending 02/29/2020 by: Silverberg/Ellinger. Approved by: Adams, Ellinger and Silverberg. Opposed: None. Abstained: None. Motion Carried.

Cash Control Statement

Treasurer Goldsmith presented the Board with the Cash Control statement. Ending cash balance after reconciling the books with the bank statements: \$ 1,323,376.08. This amount included 4M fund balance information.

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

2019 Year-End Recap

Treasurer Goldsmith will work with the finance committee and report next month.

Announcements

Clerk Kimberly-Maas announced:

Board of Equalization Meeting is still on for 4/8 at 4PM. She also noted that the township has an option of moving the board of equalization back to county if they so chose to. The board agreed that it would be best to keep the Board of Equalization at the township level.

Adjournment

Motion/Second to adjourn regular meeting by: Adams/Ellinger. All present approved. Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday March 18, 2020 at 7:45PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Deputy Clerk

Accepted this 15th day of April 2020 by the Orrock Township Board of Supervisors.

Corrie Silverberg, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk