



REGULAR MEETING
WEDNESDAY DECEMBER 26, 2018 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday December 26, 2018, 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, Clerk Brenda Kimberly-Maas, Deputy Treasurer Gary Goldsmith, Mike Nielson – Town engineering firm, Darryl Waletzko – Town Contractor and one audience member. Supervisor Eric Peterson and Treasurer Laura Jones were absent.

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

Meeting Agenda Approval

Deputy Treasurer Gary Goldsmith requested the agenda be amended to include specific Treasurer items, presented at meeting time. Motion/Second to accept the amended Agenda by: Silverberg/Hassett. All present Supervisors approved. Motion prevailed, and the meeting proceeded in accordance with the amended agenda.

Approval of Meeting Minutes

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

Sheriff's Report

Commander Steve Doran advised the Board the previous 30 days were quiet. There were 92 calls for service during the previous 30 days. Of note were nine vehicle crashes, one DUI and three medical calls. The Board had no items, for the Sheriff's Department.

Clerk's Business

Call for Local Board of Appeal and Equalization Meeting

Clerk Kimberly-Maas requested the Board call for the annual Local Board of Appeal and Equalization meeting, to be held on Wednesday April 10, 2019 at 4:00PM. The meeting will be held at the Orrock Town Hall.

Motion to call for Local Board of Appeal and Equalization meeting, to be held on Wednesday April 10, 2019 at 4:00PM to be held at the Orrock Town Hall made by Supervisor Adams. Second made by Supervisor Silverberg. All present Supervisors approved. Motion Prevailed.

Sherburne County Association of Townships (SCAT) meeting

Clerk Kimberly-Maas informed the Board the quarterly SCAT meeting will be held at the Sherburne History Center in Becker, on Wednesday January 16, 2019. Dinner will be served at 6:30PM and the meeting will commence at 7:00PM. All Board members are invited to attend.

Roads

SPRA Grant Updates – 233rd Ave & 168th St work

Trimming on 233rd Ave. in Sand Dunes

Mike Nielson presented the Board with plans for clearing, trimming and grubbing the right of way, on 233rd Ave. east off of CSAH 15 through the Sand Dunes – sections 35 & 36. The preliminary plan was to only work on the north side of the road, for the horse trail. However, Mike feels there is enough money budgeted to include the south side of the road. Mike will add the south side of the road to the bid documents and send the amended plan to be reviewed by state aid. Bids will be let and approval will be done at the February 2019 meeting.

Turn and Bypass lanes on 233rd in Sand Dunes State Forest

Mike Nielson handed out a plan for the road portion of the state aid work. To install a turn lane, work would need to be done outside the current right-of way. A request was made to the DNR for a temporary, construction easement. The DNR feels it will need to be a permanent easement, meaning the DNR will need to run it through their departments for cost to obtain the easement. Mike's recommendation is to move ahead with the current plan, which shows the turn and bypass lanes, but put them in as an alternate item of work. Mike will tell the DNR the easement will need to be obtained by June 1, 2019. If it's not done or the cost is too significant the alternate will pull the alternate from the contract. Mike also found out the new person to contact at the DNR is Bob Milne. Mike informed Bob Milne the reason for clearing on the north side of 233rd, is to accommodate the horse/snowmobile trail, which the forestry division will want to know.

2019 Road Project Areas

229th Ave.

Mike Nielson reported he had spoken with road committee members from Big Lake Township, who were of differing opinion on what should be done on 229th Ave. They also told Mike there were other roads which may need to be addressed as priority over 229th Ave.

Mike added some overlays to the chip sealing, for the Board to consider for additions to the 2019 road maintenance schedule, if Big Lake Township decides to wait on 229th Ave. The additional work will bring the 2019 projects up to the budgeted \$365,000. This total in road work should leave enough in the budget for unforeseen road concerns, which may be realized, in the spring. The overlays are scheduled in the next couple of years, on the pavement management plan. If budgets are of concern, Mike recommends that the roads that were just overlaid last year and are on the schedule for chip seal, can be removed. The MNDoT recommendation is to chip seal overlays within a couple of years. Removing them wouldn't be of concern, from a maintenance standpoint. The roads that buckled when overlaid a couple of years ago, are on the chip seal program. Bob Hassett asked how the bumps would be addressed. Mike stated part of the project is to do some crack filling and the bumps would be routered and sealed prior to the chip seal product.

Mike would like to have the 229th joint project plan finalized so he can move forward to let bids in March. Brenda will arrange a meeting with Big Lake Twp road committee and Mike the following week. Mike recommends if Big Lake is not going to move on 229th Ave., the additional overlay projects be added to the 2019 project list. The Board would also like to keep the chip seal projects on the 2019 list, since the budget is high enough to do the work and MNDoT recommends sealing be done 1-2 yrs after an overlay.

FOLOW UP IN January.

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.

Routine Claims: three (3) additional routine claims had come in since publishing. They were MAT Treasurer Training, Windstream and Connexus. The Windstream bill had been prorated, due to the facsimile line removal.

Motion/Second to approve routine claims by: Silverberg/Adams. In favor: Adams, Gotzian, Hassett & Silverberg.

Against: none. Abstained: None. Motion Prevailed.

Deputy Treasurer Goldsmith presented three (3) claims for individual approval.

Gary presented the Plunkett's bill to the Board. He informed the Board he had contacted Orkin for a quote to service the Town Hall. He and their representative had been to the hall nine (9) days after Plunkett stated they had serviced us. The only areas which could have been serviced were two outdoor baits. Both bait boxes were empty and instead had dried leaves and acorns in them. Gary is recommending the Town end service with Plunkett's and the claim not be paid.

The Board decided the Plunkett's claim will be held. The treasurer will contact Plunkett's and alternative services will be researched.

WSB bill in the amount of \$163.00 for Shores of Eagle Lake work – maps for road sign placement, was presented for disbursement to be taken from the Shores of Eagle Lake escrow.

Motion/Second to pay WSB claim, in the amount of \$163.00, for road sign placement map in Shores of Eagle Lake roads to be paid out of the escrow account by: Gotzian/Hassett. In favor: Adams, Gotzian, Hassett & Silverberg. Against: none. Abstained: None. Motion Prevailed.

The Couri and Ruppe July legal fees to have the charged claim amount moved from the Shores of Eagle Lake escrow to road and bridge account as it was for client services.

Motion/Second to move the charged payment previously made from Shores of Eagle Lake escrow to the road and bridge account by: Adams/Silverberg. In favor: Adams, Gotzian, Hassett & Silverberg. Against: none. Abstained: None. Motion Prevailed.

Claim to Waletzko, LLC. for a portion of the \$35,000 guaranty. Rather than wait until the end of the season and pay out the minimum, Gary and Darryl agreed it would make sense to make a partial prepayment of the guaranty each month, if the trucks did not get dispatched. Gary told the Board that it costs roughly \$4000 to have the roads plowed each time the trucks are dispatched. He and Darryl will keep track of the amount that is prepaid to ensure there is \$8000 of the guaranteed amount, at the beginning of April, if it isn't used by normal dispatching. This will ensure the last month and a half of the contract, is covered.

Motion/second to approve prepayment against the plow contract guaranty by: Silverberg/Hassett. In favor: Adams, Gotzian, Hassett & Silverberg. Against: none. Abstain: None. Motion Prevailed.

Claim to Waletzko, LLC. for on-call labor to install temporary street signs in Shores of Eagle Lake will be made from road and bridge. Internal miscommunication to Darryl caused a delay in the installation. When the permanent installation is made, it will be billed to Shores of Eagle Lake.

Motion/second to approve payment of temporary street name signs in Shores of Eagle Lake, charged to the road and bridge fund by: Adams/Hassett. In favor: Adams, Gotzian, Hassett & Silverberg. Against: none. Abstain: None. Motion Prevailed.

Gary noted there were \$7700 in property taxes paid to the Town in 2018, from homes built in Shores of Eagle Lake. Two of those were homesteaded houses and paid \$2134.

Gary presented the Board with the payroll claims for the month of December.

Motion/Second to approve the pay claims by: Silverberg/Gotzian. In favor: Adams, Gotzian, Hassett & Silverberg. Against: none. Abstained: none. Motion Prevailed.

Treasurer's Report

Gary reported the deactivated escrows of Jacob's Ridge and Mystic escrow (zero balances) will not show on the report, in 2019.

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

General Fund: \$ 130,239.52	Road & Bridge: \$440,347.88
Fire: <\$24,425.70>	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: \$ 0.00
Harmony Village: \$0.00	Mystic Ridge: \$0.00

Motion/Second to accept the Treasurer's Report date ending 11/30/2018 by: Adams/Hassett. All present approved. Motion Prevailed.

Deputy Treasurer Informational Items

Cash control statement was made available to the Board for review.

The Ordinance Committee met with Town counsel to discuss the difference of criminal vs civil enforcement. The committee will meet 1-2 more times before the January meeting. Part of the process will be to repeal old ordinances and enact new ordinances. A different numbering system will also be reviewed as part of this process. The other question asked of counsel was the ability to adopt ordinances by the Board. Town lawyer informed the committee that townships with more than 1200 platted lots, has the same authority as an Urban Township. Which means the Board has the authority to adopt Ordinances as a matter of normal business.

Gary is also working on budgets for presentation at the Annual Meeting.

Other Business

Clerk Kimberly-Maas addressed the Board, noting this was Chair Charlie Gotzian’s last meeting. Brenda thanked Charlie for his years of service.

Adjournment

Motion/Second to adjourn by: Gotzian/Adams. All present approved. Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday December 26, 2018 at 7:55PM.

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

Accepted this 30th day of January 2019, by the Orrock Township Board of Supervisors.

, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk