



The Orrock Township Board met in regular session, on Wednesday January 30, 2019, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Vice-Chair Bryan Adams, Supervisors Eric Peterson and Corrie Silverberg, Supervisor-elect Paul Ellinger, Clerk Brenda Kimberly-Maas, Treasurer-elect Gary Goldsmith, Mike Nielson – Town engineering firm, Darryl Waletzko – Town Contractor, eight audience members and Gary Meyer – West Sherburne Tribune. Supervisor Bob Hassett and Deputy Treasurer Laura Jones were absent.

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

Vice-Chair Adams welcomed Paul Ellinger, Supervisor-elect to the Board.

Meeting Agenda Approval

One change to the presented agenda was the removal of items a. under Clerk Business – Setback Variance for James Johnson and ii. Under Treasurer Business – Claims for Individual approval. Motion/Second to accept the amended Agenda by: Silverberg/Ellinger. All present Supervisors approved. Motion prevailed, and the meeting proceeded in accordance with the amended agenda.

Appoint Chair and Vice-Chair

The floor was opened to nominations for Board Chair. Supervisor Peterson nominated Corrie Silverberg as Chair, noting Corrie has been on the Board the longest and felt he would serve the Board well. Corrie accepted the nomination.

Vote taken on the appointment of Corrie Silverberg as Board Chair. In favor: Adams, Ellinger and Peterson.

Abstaining: Silverberg. Opposed: none. Control of the meeting was turned over to Chair Silverberg

The floor was opened to nominations for Board Vice-Chair. Chair Silverberg made a motion to nominate Bryan Adams to continue as Vice-Chair. Supervisor Peterson seconded the nomination. Bryan accepted the nomination.

Vote taken on the appointment of Bryan Adams as Vice-Chair. In favor: Adams, Ellinger, Peterson and Silverberg. None opposed. Motion prevailed.

Approval of Meeting Minutes

Motion/Second to approve the December Regular Meeting Minutes by: Adams/Peterson. In favor: Adams, Peterson, Silverberg. Abstaining: Ellinger. Motion Prevailed.

Clerk's Business

Encroachment Agreement for septic line to be run under 253 ½ Ave – Ann Lake Beach

Clerk Kimberly-Maas presented a request from David and Carolyn Larson, 16489 253 ½ Ave, to run a septic line under 253 ½ Ave to a lot across from their home where the septic system is proposed to be located. The information had been electronically sent to the Board and town engineer, for review prior to the meeting. The Larsons nor their septic installer, were present. Brenda told the Board that she had informed Carolyn Larson that if the Board authorized an encroachment agreement, an escrow check in the amount of \$750 would need to be sent to cover any costs associated with writing and recording the encroachment agreement. Town engineer, Mike Nielson recommended the following: The Board approved the writing of an encroachment agreement to be able to construct your septic system, with the following requirements: 1) The septic line needs to be buried at the depth of 8'. 2) The septic line is to be encased. Encasement is to extend 8' beyond the bituminous on both sides of the roadway. 3) A locate wire will be provided, in accordance with the MN Rural Water Specifications. 4) The locate wire is to be encased. Encasement is to extend 8' beyond the bituminous on both sides of the roadway. 5) The septic line shall be installed perpendicular to the ROW and not at an angle as shown in the drawing provided by the Larsons. 6) The Larsons or

subsequent landowner, shall be responsible for locating the wire when required. 7) The Larsons, or subsequent landowner shall acknowledge the Township has no responsibility for damage to the septic line which may occur from work done by the township or other utilities with a permit.

These requirements will be sent to the Larsons and Planning and Zoning.

Sherburne County Proposed Zoning Ordinance Amendments

Clerk Kimberly-Maas requested comments to proposed amendments on Sherburne County Zoning Ordinances Section 17 – General Development Regulation. Where the proposed revised definition “Improved Parking Surface: An area used for the parking or storage of vehicles that is overlaid or otherwise paved with concrete, asphalt, paving stones, crush gravel or other durable materials approved by the Zoning Administrator or delegated staff.”

The Board commented on the proposed change to subdivision 2: Parking and Loading Regulations. 12. Permitted Parking Areas for Platted Lots. “On platted lots, all motor vehicles, including, but not limited to, cars, trucks, busses, recreational vehicles, all-terrain vehicles, motorcycles, snowmobiles, boats and other watercraft, must be stored and/or parked on an improved parking surface at all times.” The Board feels this is too limiting for the rural community of Orrock Township.

Clerk Kimberly-Maas will send the Board’s comment to Marc Schneider, Sherburne County Planning and Zoning.

Sherburne County Dangerous Dogs Ordinance

Clerk Kimberly-Maas informed the Board there will be a public hearing on Tuesday, February 5, 2019 for the purpose of review and for the consideration of by the public of Sherburne County’s amended Dangerous Dogs Ordinance. No Board action is needed.

Sherburne County Association of Townships (SCAT) Meeting

Clerk Kimberly-Maas, Supervisors Adams and Ellinger attended the SCAT meeting. Supervisor Ellinger updated the Board with information shared at the meeting. Of note were the Minnesota Association of Townships efforts in the legislation to increase funding for road taxes and broadband in rural areas. The availability of grant funds for low income households to replace failing septic systems through Sherburne County Soil and Water Conservation District, Ash Borers in Wright county and the effects of the insect on the Black Ash stands, which are important to the water ecosystems and the number of new home permits issued in 2018, in Sherburne County were 496 – 33 in Orrock Township.

Request for Information by Bev Harvey – Shores of Eagle Lake developer

Mr. Harvey made a request for information about the Shores of Eagle Lake, since it’s inception. The request would take a significant amount of time to compile by the Clerk and/or the Treasurer. Gary Goldsmith estimated the amount of money that should be required to be placed in escrow, as is allowed by resolution 20161026, to be \$600. Currently the resolution only allows for the Board to set the amount of funds required to move forward with such requests. Gary suggested the resolution be rewritten to allow the clerk and/or treasurer have the authority to proceed with these types of requests without the need to present them to the board, as well as, set the amount of funds needed to be placed in escrow to cover costs to the Township. The Board directed Brenda and Gary to work on revising resolution 20161026 to allow the clerk and treasurer to act on behalf of the Board and proceed with special requests and set escrow amounts.

Motion/Second to proceed with the data request providing Mr. Harvey send \$600 to be placed in escrow, to cover the costs associated with the request by: Adams/Ellinger. All present Supervisors approved. Motion prevailed.

Snow & Ice Removal Policy – Jeff Grasto, 25655 190th St. NW, Big Lake, MN 55309

Clerk Kimberly-Maas presented to the Board the current Town Snow and Ice Removal policy, a copy of statute 160.2175 – uses of ice control product, as well as other policies of surrounding townships. This information was also sent electronically to the Board, prior to the meeting. Brenda noted the Town’s threshold of a 2” accumulation and snow has stopped falling, with the ability to dispatch when the normal criteria are not met, is in line with surrounding communities. She told the Board there had been several calls made to her from residents who were unhappy with the removal of snow and ice, this current season. Town resident, Mr. Jeff Grasto requested time on the agenda to address the Board with his concerns over the current snow and ice removal policy. Mr. Grasto spoke to the board with his specific concerns. He stated he has lived in the township for ten years and feels the plowing in recent years has gotten tremendously worse. He stated that he thought that Sherburne County plowed the roads the first few years and they had done a pretty good job. Mr. Grasto stated that he has no issue with a 2” trigger. But when he was told that the dispatching of plows was delayed because rain was in the forecast and the hope was the rain would take care of the snow, he has cause for concern – stating this happened when he contacted the town during the snow event over the holidays. He also voiced concern that the normal dispatching of plows occurs after the “end of the business day” after residents have had to push snow with their cars, compacting the snow, creating a “skating rink” which makes travel and walking in the development treacherous. He

stated that he has pulled numerous vehicles out of the ditches, including a school bus and one of the vendor's plow truck. He also said that fire trucks and ambulances would not be able to navigate the roads safely. He feels there should be more ice control product used on the roads. Mr. Grasto also stated that in past seasons, when the weather warms enough to melt the compacted snow, trucks are not dispatched to remove the slush. He feels there needs to be a change in the policy, stating "we pay our taxes for that? When we expect our roads to be clean and be safe and their just not.". He suggested a resident in the development should be hired to plow the roads, if the vendor didn't want to do it. He also mentioned there were a couple of accidents in the area, over the holidays due to poor quality of the roads.

Chair Silverberg asked who Jeff spoke with that told him dispatching of plows was being delayed, in hopes the forecasted rain would wash away the snow? Jeff said he spoke with the vendor and had been given the plow vendor's contact information by the Clerk and that he had contacted the vendor. Clerk Kimberly-Maas addressed the Board and Mr. Grasto telling him that she did not, nor does she ever, release vendor contact information. That the vendor works for and takes direction from the Board. She suggested that Jeff spoke with the town road authority, whose information is on the website. She also stated that she had no knowledge of the previous road authority telling Mr. Grasto that the plows were waiting to be dispatched in hopes the rain melted the snow. Brenda also noted the county has never plowed town roads, but the township did have their own equipment and hired drivers, several years ago – prior to 2012

Corrie noted that normally the plows go out when there is 2" of accumulation, the snow has stopped falling or there is already 6" accumulation and additional snow is expected. During the snow event between Christmas and New Year's, Corrie who lives in the same development as Jeff, saw the vendor out plowing and treating the roads about 7PM. There was 2" accumulation, but an additional 1-3" was expected overnight. Thirty-four tons of product were used on the intersections, curve and hills in the township, after that event. Normally, cul-de-sacs do not receive ice control product. Clerk Kimberly-Maas had spoken with the mail carrier for Orrock, who requested cul-de-sacs have product placed throughout them. The nature of cul-de-sacs creates an ice rink as snow melts and refreezes, so no matter where mailboxes are located, he has difficulty maneuvering them which his rear-wheel drive vehicle. Corrie stated the cul-de-sacs could be treated to assist with this concern. Darryl Waletzko informed the Board that many residents have placed yard markers on the edge of the pavement. Those residents get very upset when the wings shear them off, during the process of pushing snow back to allow for future storage. If the snow isn't winged back, the melt cannot travel off the pavement and causes the refreezing of melt, on the road surface.

It was noted that the layer of compacted snow and ice is not a problem exclusive to Orrock township. Surrounding townships have the same issue, because that winter event consisted of heavy wet snow and rain. Product that was placed on roads was ineffective because the weather got extremely cold afterward, the amount of traffic on town residential roads is not high enough to work it into the hard pack or carry it through the developments and about 95% of the town roads are shaded so the sun doesn't dry off the melted snow, which refreezes making the area glare ice. Supervisor Adams said that the Board acknowledges our policy of dispatching when there is 2" of snow accumulation and the event is ended will result in snow pack on our roads and expect the public to drive accordingly.

Chair Silverberg reminded Jeff that the board members and most of the audience live in the township, drives the town roads and the same conditions exist throughout the town. He stated he feels those who are driving on the roads need to travel at speeds consistent with the conditions of the roads. The speed of 10-15MPH may be too fast in certain areas.

Bryan stated the public may feel the policy needs to change to have the roads cleared more often and more product used, to ensure they are in better winter driving condition and the changes would come with some financial considerations. Supervisor Adams also noted the policy in place takes into consideration the safety of the traveling public, financial resources available and state regulations of chemical use at intersections, hills and curves. The Board invited Mr. Grasto and all residents to attend the Annual Meeting where they can make snow plow policy recommendations to the Board and also authorize additional funds be collected via the town tax levy, for the road and bridge account, to accomplish the policy changes suggested.

Road Safety & Responsibility – Shane Berg, 25154 164th St. NW, Big Lake, MN 55309

Mr. Berg also requested time to address the Board on the subject of winter road safety. Shane was wondering if product was applied to the roads when they were plowed after the storm on Dec 27, 2018. Clerk Kimberly-Maas told him that the roads were treated with 100% salt after that event, which was the normal product used on the town roads for the past couple of years. Since the social media uproar, the town has switched to 80:20 sand/salt mixture. Shane wondered why the vendor used straight salt when the forecast was for colder temperatures and it is not effective at less than 10°? Darryl said when he went out the following day, he had put the sand/salt mixture on problem areas. Eric Peterson, road committee, dispatched the vendor to deliver salt/sand product on town roads, including the roads in Palomino Acres, because it was too cold for 100% salt to be effective, on January 9, 10 & 11, 2019 – 34 ton of product was delivered during this time. The social media posts and petition started on January 11, 2019. Mr. Berg questioned why product wasn't

delivered between 12/28/2018 and 1/10/2019 if the roads were icy. Darryl reminded him that he drops product on problem areas – intersections, hills and roads, each time he plows. Additional delivery is done when the request is made by the Board. The limitation is done to these and other problem areas. Mr. Berg finally asked who made the call to dispatch plows after the January 23rd event, which resulted in 1-1/2" of snow. Supervisor Peterson stated he dispatched the plows, since there were areas in the town that received 2" of snow. Shane commended him on making the call.

Treasurer Goldsmith addressed the Board stating he read the statute as a directive in the use of straight salt only be used when salt/sand mixture is not effective. He also didn't read the statute to limit the location of product, where the Board felt the statute does limit the locations where product can be used. Gary told the audience he will be compiling information on the cost of salt/sand and plowing expenses and will present the information to the Board at the February meeting and have it available to residents at the Annual Meeting to assist in their setting of the town's levy.

Supervisor Adams told the audience that the performance of the vendor, Darryl Waletzko, is up to the expectations of the Board. The matter at hand is the policy concern. Chair Silverberg noted he has lived in the township for fourteen years and feels the performance of our current vendor the past 4 years is as good if not better than he experienced when prior vendors were servicing the town.

Shane asked if the Board felt they could have done a better job of dispatching plows and product. Clerk Kimberly-Maas told the audience that even experienced road committees are finding this season to be difficult to determine when to dispatch equipment and this board is doing their best to keep the roads in good winter driving condition.

Private Plowing Leaving Snow on Town Roads

Clerk Kimberly-Maas addressed the Board. She noted the Board heard earlier in the meeting that there are private plows moving snow from town roads, some who are leaving snow on the roads and others who are neglecting to push snow far enough back from the roadway, creating hazardous conditions for the plow drivers and has resulted in significant damage to the equipment. She noted in the past the Board authorized letters be sent to residents, reminding them of the statutes that forbid this activity or the supervisors could address each residence individually. Supervisor Silverberg recommended Darryl drive the township, paying him his hourly handy-man rate, make note of the addresses where this is an issue and have the clerk send warning letters to those residents, reminding them that it is unlawful and dangerous to move snow across, deposit snow upon or neglect to move snow far enough off the road and right of way. Corrie also would like language similar to item # 5 of the Blue Hill Township snow removal policy.

Motion/Second to have Darryl travel the town, at the handy-man rate, and list the addresses where it is observed that snow is improperly being moved by private plows and have the clerk send letters to those addresses by: Peterson/Adams. Approved by: Adams, Ellinger, Peterson and Silverberg. None were opposed. Motion prevailed.

Roads

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

Mike Nielson informed the Board he had submitted the clearing and grubbing plan to the state aid three weeks prior and had also submitted the construction plan the week prior to the meeting. We are waiting for review of the plans to be returned, from MNDoT so construction bids can be let. Clearing and grubbing quotes can be obtained, now. Mike asked the Board for authorization to go out for clearing and grubbing quotes, contingent on MNDoTs approval. Clearing and brushing will be done thirty feet from the pavement. Mike will wait to request authorization to let construction bids until February meeting, to ensure he received MNDoTs review and approval. There was a question posed on the load limit we are going to construct. Mike stated the design is to construct 10-ton roads, based on the daily road travel and the construction should be able to accommodate logging trucks. Mike wants to make sure unexpected circumstances are covered and will adjust quantities as appropriate. There is still a question on obtaining easement for the turn and bypass lanes at the parking area on 233rd Ave. The construction plan will include these areas, with the ability to remove them, if we don't obtain the easements.

Motion/Second authorizing WSB to acquire clearing and grubbing quotes for work to be done in the 233rd Ave. SPRA grant areas by: Peterson/Silverberg. Approved by: Adams, Ellinger, Peterson and Silverberg. None were opposed. Motion prevailed.

Quotes will be obtained for approval done during the February 2019 meeting.

2019 Road Project Areas

229th Ave.

Mike Nielson reported he understood that Big Lake Township was not interested in moving forward with a joint project on 229th Ave. Brenda disagreed. Big Lake Township is planning on working on 229th Ave. However, they are

recommending the road be done as two projects splitting the road at 170th St, where Big Lake Township would perform work on the west half of the road and Orrock would take on the east half. The cost of each project would be split in half and each town would pay 50% of both projects. Mike was agreeable with this proposition. Supervisor Adams asked Mike to meet with Big Lake Township to further discuss the 229th Ave project. Supervisor Ellinger asked for clarification, on the potential of having more than one contractor working on the road. Mike stated that it is possible this would happen, but he will work with Big Lake township to work out the details of the project(s). With this information Mike asked if the Board wanted to remove the overlays had listed as alternates, should Big Lake want to delay work on 229th. The Board stated the alternates need to be removed, from the 2019 schedule.

Motion/Second authorizing Mike Nielson to work with Big Lake Township representatives and proceed with planning of 229th Ave. and project by: Adams/Silverberg. Approved by: Adams, Ellinger, Peterson and Silverberg. None were opposed. 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.

Routine Claims: Gary had listed the Windstream claim for \$101.83, he made a correction to reflect the bill of \$110.83 and there was PERA credit because he made payment to PERA in December, based on November payroll.

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

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

Motion/Second to approve the pay claims by: Adams/Peterson. In favor: Adams, Ellinger, Peterson & Silverberg. Opposed: none. Abstained: none. Motion Prevailed.

Treasurer's Report

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

| | |
|-----------------------------|-------------------------------|
| General Fund: \$ 166,339.54 | Road & Bridge: \$710,810.50 |
| Fire: \$ 18,922.13 | Capital Reserve: \$139,373.68 |
| Escrows were unchanged | |

Motion/Second to accept the Treasurer's Report date ending 12/31/2018 by: Peterson/Adams. All present approved. Motion Prevailed.

Deputy Treasurer Informational Items

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

The Ordinance Committee did not meet in January and will not meet in February.

Gary worked on budget matters, printing and filing W2s and W3s. He took the new treasurer class offered by MAT and generated additional reports for the Board. The reports have been generated to assist budgeting at the program level in the General Fund and at the account level in the Road and Bridge fund. Gary is reviewing a reduction to the General fund levy. The Board thanked Gary for the additional reports.

Announcements

Brenda reminded the Board the Board of Audit will be held during the February Monthly meeting.

Reorganizational Meeting

Meeting Dates, Time and Place

November 2019 Regular Monthly Meeting will be held on Wednesday November 20, 2019. The December 2019 Monthly Meeting will be held on Wednesday December 18, 2019. All other 2019 Monthly Meetings (February – October) will be held the last Wednesday each month. All Regular Monthly Meetings at the Orrock Town Hall, 26401 180th St. NW, Big Lake, MN 55309 and will commence at 7:00PM.

Ratify or Change Committee Members

Fire Department Boards:

It was noted that Supervisor Hassett had a reduction of availability to attend Big Lake Fire Board meetings. Chair Silverberg noted he often has scheduling conflicts with Zimmerman Fire Department meetings and would like to become the town's representative to the Big Lake Fire Board. Town representatives are non-voting members.

Supervisor Ellinger expressed his interest in being the town's representative at Zimmerman Fire Board meetings.

2019 representative to the Big Lake Fire Board will be Corrie Silverberg.

2019 representative to the Zimmerman Fire Board will be Paul Ellinger.

Notification will be given to the Departments.

Finance Committee:

The Board felt that Bob Hassett would like to continue to sit on the Finance Committee. Paul Ellinger expressed he would like to sit on this committee.

2019 Finance Committee members: Gary Goldsmith, Paul Ellinger, Bob Hassett and Brenda Kimberly-Maas, as needed.

Road Committee & Road Authority:

Board members felt Eric Peterson should continue on the Road Committee and be the Road Authority, since he has been part of the committee, since his election. Eric accepted the position of Road Authority.

Bryan Adams also expressed an interest in sitting on the committee.

2019 Road Committee Members: Bryan Adams and Eric Peterson and Mike Nielson (WSB)

Road Authority: Eric Peterson

Wages/Reimbursements

Confirm mileage reimbursement at current Federal rate.*

* Federal mileage rate as of 1-1-19 is.

Meetings – current rate \$70

Other meetings/education opportunities (election training, MAT, Equalization, etc.) – includes lodging, mileage, hourly rate & meeting cost

Motion/Second ratifying the mileage reimbursement at the Federal rate of 58¢ per mile for business miles driven, meeting rate at \$70 per meeting and approve reimbursement for other meetings and education opportunities (election training, MAT, Equalization, etc.) which will include lodging, mileage, hourly rate & meeting cost by: Adams/Peterson.

Approved by: Adams, Ellinger, Peterson and Silverberg. Opposed by none. Motion Prevailed.

Supervisor hourly rate – currently none set

Clerk Kimberly-Maas informed the Board that counsel has recommended the Board set an hourly rate for work performed by Supervisors and leave collection of the payment up to individual supervisors. In the past the Board did not set an hourly rate for supervisors. Chair Silverberg said if counsel recommended the rate be set, allowing Supervisors to collect at their discretion, he has no concerns with setting the rate. Supervisor Peterson stated he felt the position is a civic duty and should not be a paid position.

Motion/Second setting the hourly Supervisor rate of \$20/hour by: Adams/Ellinger. Approved by: Adams, Ellinger and Silverberg. Opposed by Peterson. Motion Prevailed.

Clerk will present individual resolutions to contract with interested officer at the February Meeting.

Clerk & Treasurer hourly rate - currently \$20/hour

Supervisor Peterson stated the hourly rate for the Clerk and Treasurer had not increased in the past two years. He felt there should be an increase in the rate. He recommended the hourly rate be increased to \$30/hour.

Motion/Second setting the hourly rate for the Clerk and Treasurer position at \$30/hour by: Peterson/Silverberg.

Approved by: Adams, Ellinger, Peterson and Silverberg. Opposed by none. Motion Prevailed.

Clerk Kimberly-Maas and Treasurer Goldsmith thanked the Board for the increase in their hourly rate.

Other Township Items - Ratify Current or Set New

Gopher Bounty – Currently \$2.00/pr (County will reimburse us 75¢/pr.)

Official Posting Location – Currently Outdoor Notice Board, Inside Entryway

Official Publication - Currently West Sherburne Tribune (Some items also are published in Elk River Star)

Official Repository – Currently Sherburne State Bank, Princeton, MN location

Designation of Legal Counsel: According to area of specialty – Currently Couri & Ruppe, PLLC.

Designation of Engineering Firm: Currently WSB Engineering.

Motion/Second ratifying the current gopher bounty amounts, official posting locations, official publication, official repository, legal counsel and engineering by: Peterson/Silverberg. Approved by: Adams, Ellinger, Peterson and Silverberg. Opposed by none. Motion Prevailed.

The Fee Schedule Ordinance is under review and will be presented, for consideration and adoption, at a later date.

Last call for Reorganizational Meeting Business

No further Reorganizational Meeting Business.

Last call for Regular Meeting Business

Treasurer Goldsmith noted he missed the Darryl Waletzko, LLC. December invoice. Gary requested the Board approve payment of the claim.

Motion/Second to approve Darryl Waletzko, LLC. December invoice in the amount claimed by: Adams/Silverberg. In favor: Adams, Ellinger, Peterson & Silverberg. Opposed: none. Motion Prevailed.

Adjournment

Motion/Second to adjourn by: Silverberg/Peterson. All present approved. Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday January 30, 2019 at 9:06PM.

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

Accepted this 27th day of February 2019, by the Orrock Township Board of Supervisors.

Corrie Silverberg, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk