



REGULAR MONTHLY MEETING
WEDNESDAY, OCTOBER 30, 2013 7:00PM

The Orrock Township Board met in regular session, on Wednesday October 30, 2013 at 7:00pm, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

Chair Jeff Jones, Supervisors Shane Berg, Ron Dolly, Michael Eisinger & Mike Meier, Treasurer Laura Jones Clerk Brenda Kimberly-Maas were in attendance. Representatives from the engineering firms of WSB, Bolten & Menk, Bogart, Pederson & Associates, Inc., Hakanson Anderson and Oliver Surveying & Engineering, as well as several residents, were also in attendance.

The meeting was called to order by Chair Jones, with the reciting of the Pledge of Allegiance at 7:00pm.

APPROVAL OF OCTOBER REGULAR MEETING AGENDA: Chair Jones asked to add letter “i” under “Road Committee” for the purpose of reviewing the Road Mileage certification.

Motion/Second to accept the October agenda with the changes requested by: Eisinger/Dolly

Approved: Berg, Dolly, Eisinger, J.Jones and Meier

Opposed by: None

Abstaining: None

Motion Carries.

APPROVAL OF SEPTEMBER MINUTES

Motion/Second to approve the September Regular Meeting Minutes as presented, by: Meier/Dolly

Approved: Berg, Dolly, J.Jones and Meier

Opposed by: None

Abstaining: Eisinger

Motion Carries.

SHERIFF'S REPORT:

Commander Steve Doran was in attendance and provided the board and gallery with The Sheriff Department's monthly call report, for Orrock Township. Cmdr. Doran reported that the call log showed a slight decrease from the month of September.

OLD BUSINESS:

COMMITTEE MEETING GUIDELINES: The Board discussed committee meeting guidelines. The guidelines are to help committee members and board members stay informed on what each committee is working on and the progress being made.

Motion/Second to allow submission of \$70.00 per member, per committee, per month, to cover all committee meetings and work for the committee and meetings by: Dolly/Eisinger

Approved: Berg, Dolly, Eisinger, J.Jones and Meier

Opposed by: None

Abstaining: None

Motion Carries.

SUPERVISOR REIMBURSEMENTS: The board reviewed that Conflict of Interest Resolutions. Each Resolution must pass with unanimous approval by eligible voting board members. The supervisor named on the resolution, for which the vote is being taken, is ineligible to vote. Roll call voting occurred.

Resolution 20131030-1

Shane Berg – Aye

Ron Dolly - Aye
Michael Eisinger – Nay
Mike Meier – Nay
Abstaining – Jeff Jones
Resolution 20131030 – 1: FAILS

Resolution 20131030-2

Shane Berg – Aye
Ron Dolly – Aye
Jeff Jones – Aye
Mike Meier – Nay
Abstaining – Michael Eisinger
Resolution 20131030 – 2: **FAILS**

Resolution 20131030-4

Shane Berg – Aye
Michael Eisinger – Nay
Jeff Jones – Aye
Mike Meier – Nay
Abstaining – Ron Dolly
Resolution 20131030 – 4: **FAILS**

Resolution 20131030-3

Shane Berg – Aye
Ron Dolly – Aye
Michael Eisinger - Nay
Jeff Jones – Aye
Abstaining – Mike Meier
Resolution 20131030 – 3: **FAILS**

Resolution 20131030-5

Ron Dolly – Aye
Michael Eisinger - Nay
Jeff Jones – Aye
Mike Meier - Nay
Abstaining – Shane Berg
Resolution 20131030 – 5: **FAILS**

TOWNSHIP OWNED DEEP WELL IN WINTER MEADOWS: Supervisor Dolly updated the board with information on the status of the well casing tests. The vendor located a submerged blockage, roughly 40-45’ below ground surface. Efforts to identify the blockage and remove it were being done at no additional cost to the township, by the vendor. When the blockage is removed the vendor will move ahead on testing the well casing.

SALT & SAND SPREADER ON 1-TON: The board discussed whether it would be cost-effective to have a new spreader installed on the 1-ton or if the current sander is sufficient. A quote to have the current spreader repaired will be obtained for better evaluation.

NEW BUSINESS:

TOWNSHIP QUARTERLY MEETING: Supervisor Meier briefed the board on the meeting held at Livonia Township hall on October 16, 2013. Mark Ritchie was at that meeting and spoke about the changes to the voting registration process. Sheriff Joel Brott and Nancy Riddle were also at the meeting and addressed the township representatives on current events at the county level. The attending township representatives voted on new board members and the time and location for the 2014 quarterly meetings. The 2014 quarterly meetings will be in January in Big Lake township, April in Livonia township and October in Baldwin township.

ABSENTEE BALLOT BOARD RESOLUTION: Clerk Kimberly-Maas presented the board with the Absentee Ballot Board Resolution. She noted that she would be unable to sit on the AB Board and would not be able to be an election judge during the township elections that will take place in March 2013, as her seat will be up for election and she will be on the ballot. She also stated that there will be five election judges who will be attending Head Judge and AB board training in December.

Motion/Second to accept the Absentee Ballot Board Resolution as presented by: Dolly/Eisinger

Approved: Berg, Dolly, Eisinger, J.Jones and Meier

Opposed by: None

Abstaining: None

Motion Carries.

PC FOR TOWN HALL: Chair Jones advised the board that the old PC tower’s operating system had failed. The board discussed the need for and type of hardware that would be adequate to perform the tasks necessary for the board. More information needed to be gathered. The matter was tabled until the November meeting to allow for more information to be gathered.

iPad PRESENTATION: The presentation was tabled until the November meeting.

ENGINEERING FIRMS PRESENTATION: The board heard from five (5) firms who were interested in working with the township. Mike Nielson representing WSB & Associates, Inc.; Kevin Bittner representing Bolton & Menk, Inc.; Jon Bogart representing Bogart, Pederson & Associates, Inc.; Shane Nelson representing Hakanson Anderson; Ross Abel representing Oliver Surveying & Engineering gave presentations to the board. The board reviewed the information presented to them and discussed the option(s) they felt would best serve the township.

Motion/Second to WSB & Associates, Inc. as the township’s engineering firm, contingent on the approval of contract by the township’s counsel and the firm by: Dolly/Eisinger

Approved: Berg, Dolly, Eisinger, J.Jones and Meier
Opposed by: None
Abstaining: None
Motion Carries.

APPROVAL OF PAY CLAIMS*/CONSENT AGENDA

CURRENT PAY CLAIMS (AS SUBMITTED BY TREASURER): Supervisor Berg requested the claim for the second mowing from Rocky Mountain be pulled for discussion – Claim # 1495. The board discussed the need to review the second mowing job to ensure it complies with the contract, prior to paying the claim.

Motion/Second to pull claim #1495 for the Rocky Mountain claim until the work can be reviewed by:
Berg/Eisinger

Approved: Berg, Dolly, Eisinger, J.Jones and Meier
Opposed by: None
Abstaining: None
Motion Carries.

Motion/Second to accept the remaining claims as presented by Treasurer Laura Jones by: Eisinger/Dolly

Approved: Berg, Dolly, Eisinger and Meier
Opposed: None
Abstaining from voting on L.Jones pay warrant: J.Jones
Motion Carries.

TREASURER'S REPORT

Treasurer Jones noted that she had run the one page report that had been requested by Supervisor Eisinger, during the August meeting. Supervisor Eisinger requested that the February Agenda have the transfer of funds to the Fire Fund placed on it.

General Fund:	\$58,042.78	Road & Bridge:	\$ 723,130.43
Fire:	<\$1,380.84>	Capital Improvements:	\$190,261.74

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 of 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	

Motion/Second to accept the Treasurer's Report date ending 10/24/2013 by: Dolly/Eisinger

Approved: Berg, Dolly, Eisinger, J.Jones and Meier
Opposed: None
Abstaining: None
Motion Carries.

Treasurer Jones mentioned that she would like approval from the board to spend some money for the training of the Deputy Treasurer on the CTAS software.

Motion/Second to have Treasurer Jones train Deputy Treasurer Chastine on the CTAS software at the rate of \$15/hour, for up to 10 hours not to exceed \$150.00. The money will be taken out of the General Fund by: Eisinger/Dolly

Approved: Berg, Dolly, Eisinger, J.Jones and Meier
Opposed: None
Abstaining: None
Motion Carries.

ROAD COMMITTEE REPORT

CONSIDERATIONS FOR AUTUMN 2013 PROJECTS: Ross Abel presented the board with patching quotes from Erickson Asphalt \$14,632.50, Allied Blacktop \$14,870.00 and Hardrives \$15,532.10, for the 14 locations and 17 patches that were identified as needing replacement, during the September meeting.

Motion/Second to accept Erickson Asphalt's quote for patching and have the work done by: Eisinger/Dolly

Approved: Berg, Dolly, Eisinger, J.Jones and Meier
Opposed: None
Abstaining: None
Motion Carries.

The board discussed placing asphalt millings on the gravel roads within the township. An RFQ was created vendors who were invited were: Allied, West Branch and Hardrives. Hardrives was the only respondent to the RFQ. Hardrives' quote was rejected. No further action taken at this time.

FIRE SIGN INSTALLATION: Supervisors Dolly and Meier agreed to install the fire signs that have been delivered to the hall.

BUS STOP SIGNS: The board is waiting to hear if the location qualifies for a bus stop sign. The board also noted that it would be in the best interest of the township to have a couple of NO DUMPING signs to install at the town hall.

Motion/Second to allow up to and not exceed \$550 to purchase two (2) school bus stop, dead end and three (3) no dumping signs and hardware as needed by: Eisinger/Dolly

Approved: Berg, Dolly, Eisinger, J.Jones and Meier

Opposed: None

Abstaining: None

Motion Carries.

ROAD TOUR IN PREPARATION FOR 2014 PROJECTS: Supervisors Berg and Dolly will be touring the roads with Michael Nielsen from WSB. An evaluation will be presented to the board after the tour.

STATUS OF GRAVEL PORTION OF 245TH AVE: The area in question is still in disrepair. Supervisor Dolly will go investigate the area. Ross Abel advised the board that there is an area of the ROW on 245th Ave. that has had heavy 4-wheeler traffic on it. There are deep ruts into the soil from the 4-wheeler tires and subsequently the sand has washed into the ditch next to the road. Supervisor Dolly will take care of this concern.

BRUSHING & TRIMMING IN ROW: Supervisor Berg obtained two (2) quotes for trimming and brushing the ROW. Shane will call a couple of other vendors to get more quotes, from which the board can choose. No further action taken at this time.

ROAD IDENTIFICATION SIGN INSTALLATION: The board discussed the installation of the identification signs that have previously been purchased. There is no deadline mandated by the state to have them installed. However, the board feels that it would be desirable to get the current signage replaced with the more reflective signs. The board suggested having an RFQ created and quotes obtained for the installation of the signage. The quotes will be presented to the electorate at the Annual Meeting for their consideration.

CONSIDERATION OF ROAD AUTHORITY: The board discussed creating a position for Road Authority. This person would be the main contact to vendors, engineering firm and residents, with regard to the roads in the township.

Motion/Second to create the position of Orrock Township Road Authority. The Road Authority has pre-authorization of the township board, to spend up to and not exceed \$1000.00 per incident, to take care of emergent public safety road concerns. The Road Authority will notify the board of any concerns as they occur. The Road Authority will also be the primary contact to the vendors for the township by:

J.Jones/Berg

Approved: Berg, Dolly, Eisinger, J.Jones and Meier

Opposed: None

Abstaining: None

Motion Carries.

Motion/Second to appoint Supervisor Dolly as the Orrock Township Road Authority by: Berg/Eisinger

Approved: Berg, Dolly, Eisinger, J.Jones and Meier

Opposed: None

Abstaining: None

Motion Carries.

ROAD MILEAGE CERTIFICATION: Oliver Surveying and Engineering reviewed the Certified Mileage documents prepared by Sherburne County, for Orrock Township. Oliver Surveying and Engineering made some revisions to the mileage and recommended that the board accept the revised mileage tabulation. The board accepted the revised mileage recommendation of 45.2 miles, presented to the township by Oliver Surveying and Engineering. The revised information was sent to Sherburne County, by Oliver Surveying and Engineering.

Ross Abel noted that the road maintenance database that he had developed will be reviewed by him one more time. The final product will be submitted to the township prior to the November meeting.

OPEN FORUM:

BEVERLY AUBOL: 24848 – 188th Ave. NW, Big Lake. Bev was requesting that a “Dead End” street be placed at 188th St. and 249th Ave. to eliminate traffic from traveling onto the dead end road. Supervisor Dolly said that he would look at the area while out on the road tour he has scheduled with the plowing vendor.

LAST CALL FOR BUSINESS FOR THE MONTHLY TOWNSHIP BOARD MEETING

No Further business was brought forth.

ADJOURNMENT

Motion/Second to adjourn the October Regular Monthly Meeting at 9:23PM, on Wednesday, October 30, 2013: Eisinger/Dolly

Approved: Berg, Dolly, Eisinger, J.Jones and Meier

Abstaining: None

Opposed: None

Motion carried adjourning the October 30, 2013 Regular Monthly Town Meeting, at 9:23PM.

Respectfully Submitted,

Brenda Kimberly-Maas
Orrock Township Clerk

Accepted this the 20th day of November, 2013, by the Orrock Township Board of Supervisors.

Chairperson

Attest: _____
Town Clerk