



REGULAR MONTHLY
&
ANNUAL REORGANIZATIONAL MEETING
WEDNESDAY, APRIL 29, 2015 7:00PM

The Orrock Township Board met in regular session, on Wednesday April 29, 2015 at 7:00PM, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota. The meeting was called to order by Chair Gotzian, at 7:00PM, and the Pledge of Allegiance was recited.

Supervisors Bryan Adams, Charles Gotzian, Bob Hassett, Eric Peterson and Corrie Silverberg, Treasurer Laura Jones and Clerk Brenda Kimberly-Maas were in attendance. Town Engineer Mike Nielson, a number of residents and observers were also present.

APPROVAL OF APRIL REGULAR MEETING AGENDA:

Supervisor Adams requested the addition of ROW mowing as “g” under New Business.

Motion/Second to accept the April agenda with the additions of ROW mowing by: Peterson/Silverberg

Approved: Adams, Gotzian, Hassett, Peterson and Silverberg

Opposed by: None

Abstaining: None

Motion Carries

APPROVAL OF MARCH MINUTES:

Motion/Second to accept the March Regular Meeting Minutes, as presented: Silverberg/Adams

Approved: Adams, Gotzian, Hassett, Peterson and Silverberg

Opposed by: None

Abstaining: None

Motion Carries

APPROVAL OF BOARD OF APPEAL AND EQUALIZATION MINUTES:

Motion/Second to accept the Board of Appeal and Equalization Meeting Minutes, as presented:

Gotzian/Adams

Approved: Adams, Gotzian, Hassett and Silverberg

Opposed by: None

Abstaining: Peterson

Motion Carries

BIG LAKE FIRE BOARD REPORT:

Supervisor Hassett reported CentraCare will be adding a separate space inside of the fire hall. It will be specifically used to house EMT personnel. Half of the concrete in the equipment area will be replaced. The department is looking into the ability to be reimbursed man hours when responding to illegal burning incidents. Clerk Kimberly-Maas noted that she saw historical information that indicated it had been done in the past. She will send information to Supervisor Hassett.

QUARTERLY SCAT MEETING:

Supervisor Hassett reported on the quarterly SCAT meeting. Minutes from the meeting are available at the hall.

County representative spoke about noxious and invasive weed control was discussed in depth. He stated that Town Supervisors need to be looking for invasive species on Town roads. Supervisor Hassett will acquire the list of weeds, for which we need to be on the look-out.

ROADS

ROAD ENGINEER:

CRACK FILL UPDATE:

There are a few roads around Eagle Lake left to do. The rest of the township has been completed.

Once the chip seal project of all roads in need, is done this season, the management information will be updated and a revised report will be generated. It was Mike's recollection that the rest of the roads are in an overlay, mill and overlay or monitor status. He noted that the occasional trouble spots would need to be addressed as they occurred.

Mike stated that the effort to update the road types/classification in the management report would be a \$750 - 1500.00 effort. His suggestion was to sit with the Road Committee and re-evaluate the status/type and condition of roads within the Township, based on the number of vehicles that travel on them.

The concern with 243rd Ave. west of CSAH75 is the amount of peat under the road. Mike recommended a patch and overlay, for that section of road. Chair Gotzian also thought that limiting the weight to 5-ton at all times would help the wear on the road and Mike agreed. Mike stated he could put together a short feasibility report and cost estimate on it, for the May meeting.

Motion to have WSB create a project specification and estimate, for repair of 243rd Ave. west of CSAH 75 to the Becker town line by: Peterson/Hassett

Approved: Adams, Gotzian, Hassett, Peterson and Silverberg

Opposed by: None

Abstaining: None

Motion Carries

ROAD AUTHORITY:

ROAD TOUR DATE:

Chair Gotzian requested a sign-up sheet in the case there were a number of the residents who wished to attend for carpooling. The Board set the road tour date as Wednesday May 13, 2015 at 3PM. Supervisor Hassett requested the tour visit the area on Eagle Lake where a 6" pipe drains into the lake and the culvert system on Eagle Point.

MOWING RFQ:

The Board set the due date for mowing quotes as Thursday, May 21, 2015 at 5PM. The information will be published and the RFQ will be available on the Township website.

Chair Gotzian noted that there are many things that are coming up and it might be a good idea to have additional meetings during the summer months. Supervisor Silverberg suggested the Board meet after the Road tour and have Bob Ruppe in attendance. Mike Nielson will go through the township's current standards and mark them up to reflect present day industry standards.

Motion to meet on Wednesday May 13, 2015 at 6:30PM with Bob Ruppe, legal counsel, in attendance. The purpose of the meeting will be to discuss road items by: Silverberg/Adams

Approved: Adams, Gotzian, Hassett, Peterson and Silverberg

Opposed by: None

Abstaining: None

Motion Carries

Motion was retracted and restated.

Motion to meet on Wednesday May 13, 2015 at 6:30PM, contingent on the availability of Bob Ruppe, legal counsel. The purpose of the meeting will be to discuss road items and developer's agreements. Meeting will be rescheduled and published, if counsel is unable to attend at that time by: Adams/Gotzian

Approved: Adams, Gotzian, Hassett, Peterson and Silverberg

Opposed by: None

Abstaining: None

Motion Carries

OLD BUSINESS:

DRAFT SOLAR ORDINANCE:

Supervisor Adams reviewed the ordinance. Based on the information presented at the MAT Legal Seminar, the Ordinance was quite thorough. The map exhibit to the Ordinance, indicated that Orrock has very few areas where Solar Farms would be allowed. Supervisor Peterson had been in contact with representatives EcoPlexus (Xcel Energy's Solar Farm developer). There is no present desire to construct such farms in Orrock Township.

Clerk Kimberly-Maas wrote the Board comments on the Sherburne County request, for comments form. The form will be delivered to the County Planning and Zoning office.

ANNUAL CLEAN UP DAY:

Clerk Kimberly-Maas asked for volunteers to load items which had been dumped on and collected from Township roads, into the 1-ton truck on Friday May 1, 2015 and deliver it to the event. Chair Gotzian, Supervisor Adams and resident Mike Maas will load and deliver those items. Supervisor Peterson mentioned the old tires, which had been in the shed, were recycled by Jerry's Auto Salvage, at no cost to the Township.

ANIMAL CONTROL CONTRACT:

Clerk Kimberly-Maas addressed the Board. She was looking for input on the previously presented Animal Control Contract. The Board asked that this be added to the Special Meeting Agenda and asked the Clerk to send the red-lined version to Bob Ruppe prior to the Special Meeting.

NEW BUSINESS:

REINSTATE OPEN FORUM:

Supervisor Hassett had been approached by a number of residents who asked to have the Open Forum be returned to the Monthly Meeting format. Chair Gotzian noted the reason for eliminating the ad hoc open forum was to eliminate being blind-sided. Supervisor Silverberg stated that he likes the idea of having the Open Forum. He did feel there needs to be more structure to it. Supervisor Hassett was asked to outline requirements (time limits, etc.) and present them in May.

TABLED TO THE MAY MEETING

COUNTY PLANNING AND ZONING OUT-BUILDING ORDINANCE AMENDMENT:

Supervisor Adams stated he would like the Board to formally support the change to the Ordinance. This will be done by the Town Planning and Zoning Liaison.

ADDRESS (E911) SIGN INSTALLATION:

Clerk Kimberly-Maas addressed the Board. There were a number of E911 signs and posts, which needed to be installed. Previously, Supervisor Meier had installed them. Suggestions were to continue to have a Supervisor install them, hire a contractor to install them or deliver them to the address with a letter, for the homeowner/developer to install them. A draft letter was presented to the Board, which could be delivered with the sign/posts. That letter contains instructions for installation. The addition of language to the letter was requested and will be made. The Board felt that the homeowner/developer should be responsible for installation. Supervisor Silverberg and Clerk Kimberly-Maas will work together to get the signs and letters delivered to the appropriate location, for the homeowner/developer to install.

MAINTENANCE PERSONNEL/CONTRACTOR:

Supervisor Adams questioned if the Township has or had an "on call" maintenance person. He also wondered if the Town should consider hiring a contractor to perform certain tasks. Tasks such as replacing street signs, emergency trimming and building /ground maintenance were some which he thought could be addressed by this type of individual. His concern of having a Board member performing these duties is State and Federal requirements and laws, like AWAIR, would need to be addressed. Supervisor Silverberg mentioned that it had been discussed in the past, as well and would support an on-call type of contractor. The concern voiced by Supervisor Peterson was who makes the decision to call this type of contractor out. Chair Gotzian felt that it would normally be the call of the Road Authority He reminded the Board that the Road Authority has an emergent expense account of \$2000.00.

Supervisor Adams will draft an RFQ to present at the May Meeting.

TABLED TO THE MAY MEETING

BINDERS/BOOKS OF RESOLUTIONS/POLICIES/ORDINANCES:

Supervisor Adams questioned if the Township would be well served to compile binders of the Ordinances, Policies and Resolutions on file. These would be added to for current and future Board members. The information that has been found and files is available to the Board for review. The Board felt that it would be wise to review the information and decide what needs to be revised and act accordingly.

TREASURER’S BUSINESS

APPROVAL OF CONSENT AGENDA

CURRENT PAY CLAIMS (AS SUBMITTED BY TREASURER):

Treasurer Jones noted that she had added a claim to the Consent Agenda. Toner was purchased that afternoon by Clerk Kimberly-Maas. Treasurer Jones also informed the Board that in March, the Clerk and Treasurer’s checks had too much taken out for PERA. When performing the CTAS upgrade, the PERA rate flag was set to “Coordinated” and should have been “DCP”. The correction has been made with PERA, but Treasure Jones will need to make the correction within CTAS and then reimburse the excess deduction back to the Clerk and herself. She will be making a correction in May.

Motion/Second to approve the April Consent Agenda with the additional claim made by: Silverberg/Hassett

Approved: Adams, Gotzian, Hassett, Peterson and Silverberg

Opposed: None

Abstaining: None

Motion Carries

To assist the public in understanding what the Board is authorizing when approving the consent agenda; Chair Gotzian requested that an additional copy of the consent agenda, be made and placed in the Public Copy packet, beginning in May.

TREASURER’S REPORT

Treasurer Jones read the balance sheet for the report.

General Fund: \$ 80,157.62	Road & Bridge: \$ 638,174.26
Fire: \$62,567.60	Capital Reserve: \$139,253.24
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 03/30/2015 by: Adams/Silverberg

Approved: Adams, Gotzian, Hassett, Peterson and Silverberg

Opposed: None

Abstaining: None

Motion Carries

Supervisor Adams asked what the Capital Reserve fund was meant to be used. It was noted the fund had been reclassified a general purpose fund. But the Electorate also said it was their intention that the fund be preserved and used only in emergency situations.

ANNOUNCEMENTS

Treasurer Jones requested \$1000.00 allowance, for office supplies.

Motion/Second for up to \$1000.00 for the purchase of needed office supplies by: Gotzian /Silverberg

Approved: Adams, Gotzian, Hassett, Peterson and Silverberg

Abstaining: None

Opposed: None

Motion Passes

Supervisor Silverberg updated the Board with information he's received from Gary Goldsmith. Gary has been doing a lot of research on State road funding options available, for the Town. Gary has come to a dead end, but will have more information for the Board in June. Gary found a State fund meant to repair damage due to unauthorized ATV usage. However; because ATVs are allowed in the Township ROW, the Township wouldn't be eligible to apply. Residents who have personal land damage would be able to apply, for this grant money.

RECESS Chair Gotzian recessed the meeting, at 7:23PM.

RECONVENE Chair Gotzian reconvened the meeting at 7:31PM.

SELECT COMMITTEE MEMBERS

Supervisors Adams and Hassett named as Orrock representative/alternate to the County Planning/Zoning Committee.

Supervisor Hassett named representative to Big Lake Fire Board.

Supervisor Silverberg named representative to Zimmerman Fire Board.

Supervisors Adams and Hassett and Treasurer Jones named Finance Committee members.

The Township Planning Committee remains vacant until future need arises.

Chair Gotzian remains Road Authority.

Chair Gotzian, Supervisor Peterson and Town Engineer Nielson will remain on the Road Committee.

APPROVE MONTHLY MEETING DATES

Normal 2015 Monthly Meeting continues to be scheduled for the last Wednesday of each month. The only change to this schedule is the move of the November meeting to November 18, 2015.

SET TOWNSHIP OFFICIALS HOURLY AND MEETING RATES RATE

The Board discussed options for paying the Board members and hourly rates in other local townships. The Board requested Clerk Kimberly-Maas to make a survey of surrounding Townships pay schedule.

Hourly Rate stays the same until further information is gathered.

Supervisors \$15/hour

Clerk \$18/hour

Treasurer \$18/hour

Meetings \$70 per

SET EDUCATIONAL REIMBURSEMENTS

The Board discussed the current reimbursement schedule. Supervisor Peterson asked to have clarification from counsel, as to whether it is legal to claim mileage and hourly pay for travel.

Payment Schedule approved:

Board members will be paid \$15/hour during classes/ training.

Board members will be reimbursed up to \$125/night, for accommodations. Additional accommodation expenses need prior Board Approval.

Parking costs will be reimbursed.

Meals are not covered.

Mileage reimbursement, at the 2015 Federal Rate.

SET ELECTION JUDGES HOURLY PAY RATE

The Board discussed the current rate paid to Election Judges. Clerk Kimberly-Maas suggested the Board consider an increase in 2016.

Election Judges will be paid \$15/hour for all Election related duties/training.

Election Judges will be reimbursed mileage to and from their home for Election related duties/training at the Federal allowed rate.

SET GOPHER BOUNTY RATE

Sherburne County will reimburse the Town \$.75 per pair of feet of harvested gophers.

Gopher Bounty rate set at \$2.00/pair.

LAST CALL FOR BUSINESS FOR THE ANNUAL REORGANIZATIONAL MEETING

No further business brought forth,

ADJOURNMENT

Motion/Second to adjourn the April Monthly and Reorganizational Meeting at 8:54PM, on Wednesday, April 29, 2015: Gotzian/Hassett

Approved: Adams, Gotzian, Hassett, Peterson and Silverberg

Abstaining: None

Opposed: None

Motion carried adjourning the April Monthly and Reorganizational Meeting, on Wednesday, April 29, 2015 at 8:54PM.

Respectfully Submitted,
Brenda Kimberly-Maas
Orrock Township Clerk

Accepted this 27th day of May, 2015, by the Orrock Township Board of Supervisors.

Chairperson

Attest: _____
Town Clerk