



REGULAR MEETING
WEDNESDAY APRIL 25, 2018 7:00PM

The Orrock Township Board met in regular session, on Wednesday April 25, 2018 at 7:00PM, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

Chair Charlie Gotzian, Vice-Chair Bryan Adams, Supervisor Bob Hassett, Supervisor Corrie Silverberg, Treasurer Laura Jones and Clerk Brenda Kimberly-Maas, were in attendance. Supervisor Eric Peterson was absent. Commander Steve Doran – Sherburne County Sheriff's Department, Chief Ryan Maloney – Zimmerman/Livonia Fire Department, Mike Nielson – Town engineering firm, Darryl Waletzko – Town Contractor and audience members were also present. A quorum was present, the meeting was called to order by Chair Gotzian, at 7:00PM and the Pledge of Allegiance was recited.

Meeting Agenda Approval

Motion/Second to accept the April Agenda as presented by: Gotzian/Hassett. All present approved. Motion Passed and the meeting proceeded in accordance with the presented agenda.

Approval of Meeting Minutes

Motion/Second to approve the March Regular Meeting Minutes by: Silverberg/Adams. All Supervisors present approved. Motion Passed.

Motion/Second to approve the Local Board of Appeal and Equalization Meeting Minutes by: Adams/Silverberg. All Supervisors present approved. Motion Passed.

Sheriff's Report

Commander Steve Doran presented the March Report. There were a total of 165 calls for service, in March. Those included one DUI, one car theft, one burglary and one death investigation. Bryan Adams asked if court fines from violations are given to the Township. Laura told Bryan that the Town does receive the court fines.

Zimmerman Fire Department Report

Chief Ryan Maloney presented the 2017 annual report. Total number of calls for service in Orrock Township was 46. Aside from fire related calls there were calls for medical assistance, motor vehicle accidents – with and without injury, missing person, severe weather, hazmat spill, animal rescue and water/ice rescue.

Clerk's Business

Knoll Variance Requests – PID# 35-408-0116

Clerk Kimberly-Maas presented three (3) variance requests from Jeff and Marybeth Knoll. The Knolls were present, as well. The variances were for reduction of lot width (101' variance to the 150' requirement), setback from OHWL (40' variance to the 100' requirement) and setback from ROW (29' variance to the 67' requirement), for the purpose of constructing a new home on Lot 9, Block 1, in the Ann Lake Beach Plat. There is an existing home on the parcel and the foot print of the new structure will be similar to the existing home. The septic has been inspected and is in compliance. Because the lots in the plat are small and there is essentially no difference in the foot print the Board had no concerns in giving favorable comments on the variance requests. Bryan Adams recommended the Knolls meet the county requirements.

Second Driveway Requests

Brenda and Mike Neilson asked the Board about granting of second driveway requests. The driveway ordinance currently states the Board must approve second driveway applications. Two applications for Board review were presented. One from Nathan Serna 26407 159th St. NW and Tom Chase 16924 229th Ave. NW. Mike had reviewed them and determined access to the accessory buildings could be made from existing driveways. He was looking for clarification from the Board on his role of approving or denying second driveways. Board members feel residents should be allowed to have a second driveway, if they

choose and the engineer should review the location desired. If the proposed location is a safety concern and no other location is possible, the application can be denied by the engineer. The Board feels this process can be administrative and the applications do not need to be reviewed by the full Board. Brenda was directed to modify the Driveway Ordinance to reflect the change for application for second driveway to be an administrative process with approval done by the Town's engineer. Both of the applications presented were approved by the Board.

Big Eagle Lake Easement

Brenda had been asked by Mitch Glines – County Planning and Zoning, what the type of easement is which is used to access the back side of PID #s 35-031-3340, 35-031-3335, 35-031-3330, 35-031-3305, 35-031-3315, 35-031-3310, 35-031-3325. Mike Nielson looked at the information and stated he would consider this an alley and the setbacks to the properties would be considered rear yard/lot line. The Board instructed Brenda to relay this information to Planning and Zoning.

Ratify Newman Sign Order

Clerk Kimberly-Maas informed the Board the quote submitted by M&R signs was not for the correct products. A new quote was requested. The cost of the correct products was 15% higher than the quote received from Newman Signs. Brenda placed the Town's order with Newman instead of M&R and needed to have the previous motion rescinded and the new order ratified.

Motion/second to rescind the March motion to place sign order with M&R Signs in the amount of \$3243.87 by: Adams/Silverberg. All Supervisors present approved. Motion Passed.

Motion/Second to ratifying sign order to Newman Signs in the amount of \$3545.71 by: Adams/Silverberg. All Supervisors present approved. Motion Passed.

Plowing Quotes/Award Contract

The Town received two quotes. One from Darryl Waletzko and one from Wruck Excavating. Darryl's quote was received on 4/10/18 on the forms supplied by the Township. The quote from Wruck Excavating was received at 2:58PM on the due date of 4/23/2018 and was not on the Town's forms. Bryan expressed his concerns that the information presented by Wruck was not in the form requested and was submitted just in the nick of time. Charlie expressed the working relationship the Town has with Darryl is very good and he is satisfied with the service. Brenda confirmed the Board is able to choose either vendor, as this is a quote situation.

Motion/Second to award the plowing contract for 2018/2019 season to Darryl Waletzko, LLC with the option to extend to a five-year term by: Adams/Gotzian. All Supervisors present approved. Motion Passed.

Habitat for Humanity Bike Tour Stop

Kristin Skaar, coordinator for the Habitat for Humanity bicycle tour fundraiser, contacted Brenda requesting the use of the Town Hall as a rest stop on their 2018 Habitat 500 ride. The ride will take place July 15-21 and the Hall would be needed on Sunday July 15 between the hours of 8AM-10AM. The hall was utilized a few years back, as well. Brenda will not be able to open the hall and stay for the time frame it is needed and asked if there was anyone who would be willing to do so, if the Board approved its use. Bob and Corrie said they had the ability to be at the hall and could work it out between the two of them on who would be present.

Motion/Second to allow the Habitat 500 riders use the Town Hall as a rest stop on Sunday July 15, 2018 between the hours of 8AM and 10AM by Silverberg/Adams. All Supervisors present approved. Motion carried.

Board Business/Supervisor Updates

Supervisor Adams

Bryan told the Board that Sherburne County Planning and Zoning is in the process of changing the setbacks on non-conforming lots, in an effort of reducing the number of variance requests. His one comment for the department was they consider snow storage and utilities when making these changes. The County will be in touch with the Town as this process moves forward.

Supervisor Hassett

Bob told the Board he was contacted by Don Bouley with a complaint of a private snow plow contractor who moved snow across one of the roads in Palomino Acres and by doing so, deposited a lot of gravel in his side yard. The gravel is damaging the blades on his mower deck. Don wants the gravel removed from his yard. This is a civil matter and the Board recommended Mr. Bouley speak to his neighbor to get it resolved. No Board Action to take place.

Supervisor Silverberg

Corrie asked Chief Maloney to speak about fire protection services. Chief Maloney told the Board the current contract for services between Zimmerman Fire Department (ZFD) and Orrock Township had expired. The previous contract

had an auto-renewal clause, of one-year at the end of each year. The Board is requesting a new contract with a static end-date. Brenda asked if the ZFD responds to fires in section 36, because it is not in the current Big Lake Fire Department or ZFD contracts. Ryan said ZFD does respond to calls in section 36. Brenda will contact Elk River Fire Department to see if that department has something in writing, as the department to cover the section 36. The Board approved the terms of the presented three-year contract and will enter when clarification of the coverage of section 36 is made.

Motion to accept the presented three-year contract with automatic annual one-year renewal after the initial term expires - section 36 will be added to the contract, if not covered by another Fire Department by: Silverberg/Adams. All Supervisors present approved. Motion passed.

Roads

Repair Update – 190th St. & 261st Ave

Darryl told the Board he tore out some of the asphalt and placed gravel in the area. There is a culvert already in place. When tearing out the asphalt he noticed there was no class 5 under the pavement. The cracking in the pavement is allowing water to get into the sand, which is in turn washing away. The area needs to have a good base installed. Mike suggested the asphalt and 6-8 inches of sand be removed between the two major cracks, have class 5 installed and then repave the section. The project was approved for \$20,000. Mike felt an additional \$5000 would cover the additional paving. He recommended a change order for a bituminous overrun to cover the work needed be done by Tri-City Paving. The total will not exceed \$25,000. Darryl will remove the existing bituminous and 8" of sand. Replace the sand with class five, place the sand/gravel on the shoulders and reseed it.

Motion/Second to approve a change order to the 2018 project contract with Tri-City paving to perform the paving on 190th St. NW and 261st Ave NW, not to exceed a total of \$5,000 by Silverberg/Gotzian. All Supervisors present approved. Motion passed.

Road Tour

The Board will be performing road inspection tour on Wednesday May 9, 2018. Board members, Mike Nielson and interested parties will meet at the Town Hall at 8AM.

Project Updates

Mike informed the Board that the required letter to inform residents that trees will be cut in preparation of 185th Street work, today. A WSB inspector had been at that site and received no complaints. Logs will be hauled away once road restrictions are lifted.

Mike discovered there are manhole covers in Fox Meadows, which were not included in the bid docs. The adjustment for the lifting of the manhole covers will be \$5500. There is going to be a savings on the 185th St. project of \$3820, which would offset the increase of Fox Meadows. The net increase to adjust the manhole castings would be \$1544. Mike needs authorization to make this change order.

Motion/Second to add change order for manhole casting adjustment in Fox Meadows by: Gotzian/Silverberg. All Supervisors present approved. Motion passed.

Tri-City will begin paving as soon as road restrictions are removed. Paving should be complete within 34 days from when they begin to lay the asphalt.

SPRA Grant

SPRA grant awards should be announced by the end of April. Mike has had no indication on whether our two remaining applications will be awarded. The DNR stated we are still in the running.

Speed Limit Signs

A resident had written with his concerns that 30MPH signs in his development, Hidden Ponds, were not enforceable, by current statutes. Mike checked on the location of the signs and the time in which they were installed. The signs were installed in 2009 and met the rural residential standards, at that time. They have been "grandfathered" in and are enforceable, as confirmed by Commander Doran. If the Board wishes to replace the currently installed signs, the area must be declared "Rural Residential" and 35 MPH signs will need to be installed. The resident's concern over the 30MPH sign within "downtown Orrock" will need to be addressed by Sherburne County Public Works, as they are installed on County State Aid Highway (CSAH) 5.

Treasurer's Business

Claims & Consent Agenda Approval

Laura received three (3) more claims just before the meeting which will be due before the May meeting. Motion/Second to approve the pay claims with the additional three claims by: Gotzian/Hassett. All present were in favor. Motion passed.

Treasurer's Report

Treasurer Jones reported the fund Balances as of March 31, 2018:

General Fund: \$ 125,433.09	Road & Bridge: \$656,388.79
Fire: \$2115.03	Capital Reserve: \$139,373.68
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 at 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	Mystic Ridge: <\$1414.50>

Motion/Second to accept the Treasurer's Report date ending 03/31/2018 by: Gotzian/Hassett. All present approved. Motion Passed.

Announcements

Recycle Day – May 19, 2018 Gates open 8AM – 1PM

Adjournment

Motion/Second to adjourn by: Gotzian/Silverberg. All present approved. Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday April 25, 2018 at 8:09PM.

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

Accepted this 30th day of May 2018, by the Orrock Township Board of Supervisors.

Charles Gotzian, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk