



REGULAR MEETING
WEDNESDAY AUGUST 29, 2018
7:00PM

The Orrock Township Board met in regular session, on Wednesday September 26, 2018, immediately following adjournment of the Reconvened Annual Meeting, 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, Deputy Treasurer Gary Goldsmith, Clerk Brenda Kimberly-Maas, Commander Steve Doran – Sherburne County Sheriff’s Department, Mike Nielson – Town engineering firm, Darryl Waletzko – Town Contractor, Greg Wersal – Mystic Ridge developer, local news reporter and several audience members. Absent were Supervisor Eric Peterson and Treasurer Laura Jones. A quorum was present, the meeting was called to order by Chair Gotzian, at 7:37PM.

Meeting Agenda Approval

Motion/Second to accept the presented Agenda by: Adams/Silverberg. All present approved. Motion Passed and the meeting proceeded in accordance with the presented agenda.

Approval of Meeting Minutes

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

Motion Prevailed.

Sheriff’s Report

Commander Steve Doran was present. There were 137 calls for service to Orrock, the previous thirty days. Of note: two fraud complaints, one domestic and 57 vehicle stops.

Clerk’s Business

Trimming Quote

Brenda presented the one 2018 Trimming quote received. The quote was submitted by Darryl Waletzko, LLC. The quote amounts were: Area 1 - \$24,000, Area 2 - \$6,000, 245th Ave, west of CSAH 15 Option - \$7,000. Total amount: \$37,000. Treasurer Jones noted the total quote was within the trimming budget amount.

Motion/Second to accept the quote and award the 2018 trimming contract to Darryl Waletzko, LLC in the amount of \$37,000 by: Adams/Silverberg. All present approved. Motion Prevailed.

Ford 1-Ton

Supervisor Hassett researched the value of the 1-ton, plow and salt/sand delivery equipment. The value of the truck came in between \$10,000 - \$15,000. The plow value is \$1500 - \$2000. The sander is worth \$1000 - \$3500. Discussion was made on how much the minimum bid requirement should be. Motion second to place the 2002 Ford 1-ton, Boss Plow and Western sand/salt delivery equipment for sale to the highest bidder meeting the minimum reserve set at \$12,000. Sealed bids will be opened at the Big Lake Town Hall on Thursday, September 20, 2018 at 9:00AM by: Gotzian/Adams. All present approved.

Motion prevailed.

Pothole repair quote.

Brenda informed the Board she had sent the pothole map to Erickson Asphalt, but had not yet received the quote for repair of the potholes. However, the equipment schedule is quite open and once the quote is received and the work authorized, repairs will be completed quite fast.

Dog Catcher

Brenda informed the Board that one quote had been received for Town Dog Catcher. Dover Kennel Animal and Impound Services submitted a quote to pick up stray dogs and house them at their facility in Andover. The Town would only be billed if the impounded animal is not claimed by their owner. Dover will only pick up dogs when contacted by Sherburne

County Dispatch or a Board member. The Town is only charged if the dog is not claimed by its owner. Impound fee is \$35 – first 24 hours and boarding at \$28/calendar day after initial 24 hours. Dogs must be kept for 5 business days, per statute. Pick up rates are \$20 during business hours and \$30 afterhours – normal business hours are Monday through Friday 9:00AM – 6:00PM. Brenda had a contract prepared which is an autorenewal, year to year contract with the ability cancel by giving thirty day written notice to the vendor.

Motion/Second to award Dog Catcher Contract to Dover Kennel and Impound Services by: Silverberg/Hassett. All present approved. Motion Prevailed.

Reissue Liquor License

Brenda presented a liquor license renewal for Sand Dune Spirits. The business is being sold and the request for renewal was made by the buyers. Supervisor Hassett asked if the buyers had a similar business, prior and if so were there any concerns or violations. Brenda noted the buyer(s) had not owned any business prior to this venture. Supervisor Hassett requested the comments include that since the buyers had no prior business ventures, the Board had no basis for withholding the license application. Motion/Second to approve renewal of the liquor license for Sand Dune Spirits with additional comments of no prior business ownership by the buyers so the Board has no reason to deny the application by: Peterson/Gotzian. All present Supervisors approved. Motion Prevailed.

On-Call list for County Dispatch

Brenda asked who and in what order, should Sherburne County Dispatch call for road and other emergencies. She noted Dispatch can call her at Big Lake Township, during business hours. The list for after-hours contacts was determined to be any Supervisor, with Charlie being the first to be contacted.

Multi-Function Printer

Brenda told the Board the multi-function, color, laser printer she had presented and was approved for purchase, at the July meeting, did not have the capability to print ledger size, as she previously thought. Upon further research, she learned that a multi-function, color laser printer that has the ability to print ledger-sized paper, costs in the thousands of dollars. She did pick up an ink jet, which she was told cleans its printheads, after each print/copy job. Members of the Board discussed if it made sense to keep the inkjet or invest in a multi-function, color laser printer. The decision was to return the inkjet printer and Brenda and Gary will visit about the needs of the Town, with regard to the printer and other technology equipment. Brenda will return the printer and extra ink purchased for it. Brenda and Gary will meet to discuss the technology equipment needs of the Township. Gary will also see if he can clean the printheads of the inkjet, currently owned by the Town. Follow up in September.

Roads

2018 SPRA Grant Projects – Engineering Proposal

Mike Nielson prepared his cost estimate for engineering services for 233rd Ave. NW, from CSAH 15 to 147th St. NW and 168th St. NW to 257th Ave. NW. These segments were awarded SPRA grant dollars for their improvement and right of way easement acquisition. Probable cost for easement acquisition, 2" overlay, shouldering and tree clearing on 257th is \$112,054. Grant award for this segment is \$94,854. Probable cost for easement acquisition, 2" overlay, shouldering and tree clearing on 233rd is \$542,600. Grant award for this segment is \$542,600. Not included in the SPRA grant award were dollars for the acquisition of 33' of easement of 233rd Ave extending from 146th St. NW to the Livonia town line. A conversation with the DNR is planned to determine the fate of this section of 233rd Ave. Mike stated if the Board approves the estimate and tells him to proceed, he will begin to get the bid documents in order for January bidding. Supervisor Adams asked the Board if there is any reason they would decline moving forward with the project and acquisition of the easements named as part of the SPRA grant. All Supervisors agreed the segments listed in the grant will be acquired using the SPRA grand funding, as laid out in the grant approval. Motion/second to approve the proposal of engineer's services for work on 233rd Ave and 168th St. as named in the award of the 2018 SPRA grant and proceed with the engineering work by: Adams/Hassett. All present approved. Motion Prevailed.

2018 Projects

Mike Nielson reported all of the work has been completed for the 2018 overlay projects. There will be another visit to the areas in spring 2019, to ensure turf is established. Escrow funds will be retained until the turf is well established.

Letter of Credit Release and Acceptance of Roads – Mystic Ridge

Greg Wersal was present to request the release of the letter of credit for Mystic Ridge and the acceptance of the roads in the development. Mr. Wersal stated he would like to have the letter of credit released since he would like to start developing in other areas. Deputy Treasurer, Gary Goldsmith advised the Board the escrow account is in a negative balance and all money due for the development needs to be paid, prior to the release of the letter of credit. Mr. Wersal expressed his concern that the project has cost him more than the estimated amount stated in the developer's agreement. Some of his concerns were the E911 signs required to be purchased were not installed and the engineering costs were well over the estimate. Brenda informed the Board the E911 signs have been ordered and are in stock. She also reminded Mr. Wersal that he informed her and the Board that he and his engineer stated they did not want the signs delivered to the residents, since there were addresses placed at each residence, by them. Mr. Wersal decided he does want the signs delivered, since he had to pay for them. The signs will be delivered in the near future. Mike Nielson informed the Board that the establishment of turf around the holding ponds is not adequate and recommended the roads be accepted and a small amount of funds be retained for turf establishment around the retaining ponds. Mr. Wersal state this is the first time he has heard of the problem. That high water in the spring and early summer caused grasses to die and the sandy soil makes establishing turf difficult. Mr. Wersal also requested an itemized list of the spending of the escrow money he has paid. Gary will work with Mike Nielson to create an itemized list of expenditures. Motion to reconcile the escrow fund, shortage in fund be paid by Family One Homes. Once completed the letter of credit will be released by Adams/Hassett. Adams, Gotzian, Hassett and Silverberg approved. Peterson against. Motion Prevailed. Motion to adopt resolution 2018-04 Adoption of Mystic Ridge Roads by: Adams/Gotzian. All present approved. Motion Prevailed. Follow up on reconciliation of the escrow fund in September.

Resolution to Withdraw from Road Maintenance Agreement

Clerk Kimberly-Maas presented resolution 2018-05 Resolution to Withdraw from Road Maintenance Agreement. The resolution will return maintenance of 255th Ave to Orrock Township. Brenda will send a copy of the resolution to Livonia Township. If Livonia has done any major repairs to 255th Ave, a prorated invoice will be submitted for payment to Orrock Township. Motion/second to adopt resolution 2018-05 Withdrawl from Road Maintenance Agreement by: Silverberg/Hassett. All present approved. Motion prevailed.

Pavement Management Report

Mike Nielson presented the Board with the final draft of the updated pavement management report. A copy of the report will be on file at the town hall.

Treasurer's Business

Gary Goldsmith reported he will be processing PERA payments at the same time as monthly payroll and submitting it via EFT payment.

Consent Agenda Approval

Claims and payroll were electronically sent to the Board for review prior to the meeting and were available for public review during the meeting. There was a supplement to the original claims added just prior to the meeting – driveway escrow return and invoice due before August meeting. There were no questions or concerns with any of the claims presented. Motion/Second to approve consent agenda by: Adams/Gotzian. All present were in favor. Motion Prevailed.

Payroll Approval

Motion/Second to approve pay claims by: Gotzian/Adams. All present were in favor. Motion Prevailed.

Treasurer's Report

Gary Goldsmith reported the Town's fund Balances as of July 31, 2018:

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|-----------------------------------|--------------------------------|
| General Fund: \$ 147,059.31 | Road & Bridge: \$499,684.73 |
| Fire: 759.77 | 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 07/31/2018 by: Gotzian/Adams. All present approved. Motion Prevailed.

Gary reported that a full presentation of the accounts will be given at the Reconvention of the Annual Meeting. He also directed the Board to the furthest column on the right of the Cash Control report, to see the bank balance.

Gary presented for consideration by the Board a Corporate Resolution authorizing Gary Goldsmith as an additional signor for checks and access to the banking accounts. Motion/second to adopt the Corporate Resolution authorizing Gary Goldsmith access to the Town’s financial institution and rights as a check signor by: Gotzian/Peterson. All present approved. Motion prevailed.

Gary requested he be allowed to purchase the full version of Adobe Acrobat. Currently Laura Jones uses her personal account to perform Town business. The cost of the license is \$319.56. Motion/second to authorize Gary Goldsmith to purchase a license for the full version of Adobe Acrobat in the amount of \$319.56 by: Silverberg/Hassett. All present approved. Motion prevailed.

Adjournment

Motion/Second to adjourn by: Gotzian/Hassett. All present approved. Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday August 29, 2018 at 8:20PM.

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

Accepted this 26th day of September 2018, by the Orrock Township Board of Supervisors.

Charles Gotzian, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk