



**REGULAR MONTHLY MEETING  
WEDNESDAY FEBRUARY 28, 2018 7:00 PM**

The Orrock Township Board met in regular session, on Wednesday February 28, 2018 at 7:00PM, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota. The meeting was called to order by Chairman Gotzian and the Pledge of Allegiance was recited.

Chair Charlie Gotzian, Vice-Chair Bryan Adams, Supervisor Bob Hassett, Supervisor Corrie Silverberg, Treasurer Laura Jones and Clerk Brenda Kimberly-Maas, were in attendance. Mike Nielson – Town Engineer, Darryl Waletzko – Town Contractor and audience members were also present. Supervisor Eric Peterson was absent. A quorum was present and the meeting was held.

MEETING AGENDA APPROVAL

Chair Gotzian added “snow plow issues” under Roads – item d.

Motion/Second to accept the February Agenda with the addition to Roads, item d, “snow plow issues” by: Adams/Hassett. All present approved. Motion Passed and the meeting proceeded in accordance with the amended agenda.

APPROVAL OF MEETING MINUTES

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

SHERIFF’S ANNUAL REPORT

Sheriff Joel Brott presented the 2017 Annual Report. There were a total of 1917 calls for service/arrests made in Orrock, an increase of 137. Sheriff Brott noted that not all of the arrests were Orrock residents. Of those calls he noted the largest increase in traffic stops and security checks. There were a number of vehicle accidents was down by 25 (total) and Reductions of serious criminal activity in the areas of assaults, burglary and narcotics. DUI arrests remained the same. Sheriff Brott reported the department hired four new patrol deputies and received their ACA accreditation. A community coalition group called SUP (Substance Use Prevention) is seeking members to assist in the department’s on-going educational efforts to reduce the use of drugs in the county’s youth. Interested parties can contact the Sheriff’s office, for more information. Lastly, Sheriff Brott announced the department is active on Facebook and Twitter. He invited the Board and audience to “Like” and “Follow” the department.

CLERK’S BUSINESS

TOBACCO LICENSE – SAND DUNES STOP

Clerk Kimberly-Maas informed the Board that the ownership and official name of Sandunes Stop, had changed. The new owner is requesting a tobacco license be issued. Brenda informed the Board that the County will require the current surrendered to the County Auditor’s office, prior to the issuance of a new license. She recommended the Board approve the application and make comment they also require the current license be returned, before a new license is issued. The Board had no concerns with this recommendation. Brenda will make comment and License will be signed by Chair Gotzian

Recycle Day Update

Clerk Kimberly-Maas updated the Board on the 2018 Recycle Day event. The event will be held on Saturday May 19<sup>th</sup>. Gates will be open from 8AM – 1PM. Sherburne County will be reimbursing 100% of eligible costs using SCORE grant money. Pricing will remain similar to 2017 No items entering the gate will be allowed to leave and items NOT listed on the event gate

sheet will incur additional cost. Metro Appliance Recycling will be the vendor and will provide most of the personnel, but there will be a need for a few volunteers from the three entities (Orrock Township, Big Lake Township and the City of Big Lake). Traffic control is one area where there will be a need to have volunteers and the City of Big Lake's police department and the Sherriff's office will be contacted to see if personnel would be able to assist. Brenda will be on site to assist with payments. Corrie Silverberg volunteered to help at the event. Information on what is accepted and where to take unlisted items is available on the Town website. Residents are encouraged to bring household waste, like furniture & mattresses, to Great River Energy's resource sorting facility.

#### HERITAGE TRAILS – 2<sup>ND</sup>, 3<sup>RD</sup>, 4<sup>TH</sup> & 5<sup>TH</sup> ADDITIONS

Clerk Kimberly-Maas informed the Board, Mike Nielson has been in contact with Bob Ruppe, to find out what kind of legal documentation could be written to ensure the platted, unpaved road known as 192<sup>nd</sup> Street NW is constructed before any further development occurs in Heritage Trails. Mike informed the Board there were three options he and Ruppe discussed. Option 1: A Developer's Agreement where no further lot splitting, conversion of outlots (for building/development) and no new building permits would be allowed in the plat or on the land north of the plat, until the road is constructed to Town standards. Ruppe suggested this be a three-way agreement with the Town, County and Developer. This would ensure the County knows the wishes of the Town. This option would have no cost to Bev. Option 2: Place a deed restriction on the existing outlots which have not been built upon. Option 3: Require a cash escrow or letter of credit with a sunset date, to ensure there are funds to construct the road.

Discussion was made on the three options, between the Board, Mike Nielson and Bev Aubol (developer). It was determined the option which made the most sense was to enter into a new developer's agreement.

Motion/second to enter into a new developer's agreement with Bev Aubol for Heritage Trails fourth and fifth plats. Within the agreement, language will be written, stating there shall be no further outlot splitting within Heritage Trails, nor new building permits issued until the platted, dedicated, unpaved road known as 192<sup>nd</sup> Street NW is constructed to the Town's standards by: Adams/Hassett. All Supervisors present approved. Motion Passed.

#### SUPERVISOR UPDATES

##### SUPERVISOR ADAMS

DNR ROAD EASEMENT UPDATE – Supervisor Adams informed the Board that a meeting with DNR representatives, Supervisor Hassett, Clerk Kimberly-Maas, Bob Hammer and himself had taken place. The DNR informed them that they were working on a legislative solution to get the easement transferred to the Township for \$1. However, the DNR's hands are tied in the matter of getting the easements which travel through School Trust lands, as that is a separate department and current law states the School Trust land easements must be purchased at fair market value. Current estimates have the easements through School Trust land (sections 16 & 36) valued at over \$30,000. During the meeting, it was suggested the Town contact our State Legislator and State Representative, asking for their support of the DNR Bill. Bryan will contact Jim Newberger to enlist his help.

FOLLOW UP when more information is available.

#### ROADS

##### 2018 ROAD PROJECT UPDATE

Mike Nielson addressed the Board, telling them the bids for 2018 projects were opened at WSB, in St. Cloud, on Wednesday February 14, 2018 at 10:00AM. The bids came in lower than anticipated. The lowest bidder was Tri-City Paving, Inc. at 488,108.00 for the base and Alternate No. 1. Mike stated one of the WSB engineers has worked with Tri-City prior with good results. He noted the overlay will comprised of a ¾" layer rolled with rubber tires and an additional 2" layer rolled with steel drum, with a 24hour wait period between lifts. Mike recommended the Board award contract to Tri-City Paving, Inc, for the base and alternate no. 1.

Motion/second to enter into contract with Tri-City Paving, Inc. for 2018 overlay project base and alternate number one, in the amount of \$488,108.00 by: Hassett/Adams. All Supervisors present approved. Motion Passed.

##### SNOW REMOVAL CONTRACT 2018-2022

Supervisor Adams inquired if the Board wished to him to review the current quote specifications and contract and have them ready for review at the March meeting. He feels it is in the best interest of the Town to get quotes now and have the contract in place as the current contract will expire in May. The Board agreed. Bryan will review and revise the current RFQ and have it ready for the Board at the March meeting.

FOLLOW UP in March.

SNOW PLOWING ISSUES

Plow contractor, Darryl Waletzko voiced his concerns over residents who are again placing markers on the road edge, yelling at his drivers about the manner and location of where snow is stored, residents plowing across streets and leaving ridges of snow – which cause problems with further snow removal and damage to his equipment and location of mailboxes within cul-de-sacs. Supervisor Silverberg suggested a spring newsletter be written with information on what is allowed within the right of way, mailbox & E911 sign placement, snow removal policy and laws, as well as other Township information. He felt getting the information to residents before they begin spring and summer yard improvements, would be of benefit to the residents and Township. The Board agreed. Clerk Kimberly-Maas will draft a newsletter for approval and have it printed and sent to Orrock residents.

FOLLOW UP in March.

The Board discussed lowering the threshold for dispatching plows. The current relationship between Darryl and Charlie (Road Authority) has the two of them conversing prior to, during and between weather events. If road conditions warrant the dispatching of snow removal and/or ice treatment equipment, the trucks go out. They are also sent out for individual road concerns, as needed. The Board did not feel it was necessary to lower the snowfall threshold for equipment dispatch, at this time.

NO FURTHER ACTION.

PAVEMENT MANAGEMENT RE-EVALUATION OF ROADS

Mike Nielson presented a quote for full re-evaluation of the roads, for the pavement management program. The estimated cost to re-evaluate the roads is not to exceed \$ 14,419.00. Included in the estimate is the evaluation of all paved and gravel roads. Supervisor Hassett asked if shouldering was included in the cost estimate. Mike stated it was not. But could be done in conjunction with the rest of the inspection. Mike stated the additional time would not exceed an additional \$1000.00. Mike also said the inspection would be done before the Board had to determine what road work would be done in 2019, for final levy recommendation to the electorate in the fall.

Motion/second to accept the Pavement Management work plan presented, not to exceed \$14,419.00 with the addition to have shoulders inspected for an additional amount not to exceed \$1000.00, total amount not to exceed \$15,419.00 by: Adams/Silverberg. All Supervisors present approved. Motion Passed

TREASURER’S BUSINESS

CLAIMS & CONSENT AGENDA APPROVAL

Treasurer Jones informed the Board an additional claim to reimburse a driveway escrow (\$3000.00) was added to the claims earlier in the day.

Motion/Second to approve the Treasurer’s report with the additional driveway escrow reimbursement claim by: Silverberg/Hassett. All present were in favor. Motion passed.

TREASURER’S REPORT

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

General Fund: \$ 135,7260.07	Road & Bridge: \$670,177.63
Fire: \$27,148.04	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 01/31/2018 by: Gotzian/Adams. All present approved. Motion Passed.

#### REORGANIZATIONAL MEETING

Charlie Gotzian stated he would be willing to remain Chair. All Supervisors present were in favor.  
Bryan Adams state he would be willing to remain Vice-Chair. All Supervisors present were in favor.  
ratified the following:

- Board Chair – Charlie Gotzian
- Board Vice-Chair – Bryan Adams

Charlie Gotzian state he would be willing to remain Road Authority. All Supervisors present were in favor.

#### Committees:

- Big Lake Fire Board: Bob Hassett/Corrie Silverberg – alternate
- Zimmerman/Livonia Fire Board: Corrie Silverberg/Bob Hassett – alternate
- Town Road Committee: Charlie Gotzian & Eric Peterson
- Town Finance Committee: Laura Jones, Brenda Kimberly-Maas, Bryan Adams & Bob Hassett
- Sherburne County Planning & Zoning Liaison: Bryan Adams

#### Ratified Wages/Reimbursements:

- Supervisor hourly rate: none
- Clerk & Treasurer hourly rate: \$20.00/hour
- Meeting Rate: \$70.00/meeting
- Election Judges: Head \$19/hour – Regular \$18/hour (training paid at hourly rate – NO mileage paid)
- Training/Classes: Hourly rate, \$125/night lodging if needed, mileage at Federal rate and cost of class are paid/reimbursable.
- Federal mileage reimbursement, as of 01/01/2018: \$.545/mile

#### Updated Fee Schedule:

- Property Assessment Search - \$25 w/SASE as needed
- Driveway/Road Access Permits - \$250
- Driveway Waiver: N/C
- Driveway Escrow: \$3000
- Overweight Permit: \$250
- Overweight Permit Escrow: minimum \$5000
- Right Of Way Excavation Permit: \$100
- E911 Fire Sign: \$45
- E911 Fire Sign Post & Hardware: \$10
- Encroachment/License Agreement Escrow: \$70
- Vacation Escrow: \$750
- Plat Review Escrow: \$2000

Clerk Kimberly-Maas informed the Board a letter was received from the County Attorney's office, requesting information on the Town's ordinances and fine schedule. She asked the Board for approval to have Bob Ruppe review the current ordinances and revise them to allow for fines to be set by the Township.

Motion/Second to have Bob Ruppe, Town Lawyer, review and add fine language to current ordinances as needed by: Gotzian/Adams. All Supervisors present approved. Motion passed.

#### ANNUAL TOWN BOARD OF AUDIT

Treasurer Jones and Clerk Kimberly-Maas presented the Board with the balanced books for 2017.

Laura presented the 2018 budget as was discussed during the Finance Committee meeting, with a slight revision to the Fire Budget. Laura informed the Board there was no need to increase the General Fund or Capital Fund levy amounts. The Road and Bridge was increased 3%. She also told the Board, she had been working to spend down the Fire Fund balance to get it as close to the one and one half annual contracts amounts, but miscalculated. This resulted in a shortfall in 2019. She recommends increasing the Fire Fund to \$151,000 in 2019.

The Board discussed other ways to fund the shortfall in the Fire fund, but decided to recommend the presented budget, at the Annual Meeting.

Motion/Second to approve the presented 2019 budget and recommend it to the Electorate at the 2018 Annual Meeting by: Gotzian/Silverberg. All Supervisors present approved. Motion passed.

ANNOUNCEMENTS

Brenda announced as part of the February meeting, the Board of Audit will take place.

Brenda announced the following Tuesday was caucus day. The caucus location, for both the republican and democratic parties within the towns of pricing likes.

ADJOURNMENT

Motion/Second to adjourn by: Gotzian/Hassett. All present approved. Motion Passed, adjourning the Regular Monthly, Continued Reorganizational and Annual Board of Audit Meeting, on Wednesday February 28, 2018 at 8:43PM.

Respectfully Submitted,  
Brenda Kimberly-Maas  
Orrock Township Clerk

Accepted this 28<sup>th</sup> day of March 2018, by the Orrock Township Board of Supervisors.

\_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_  
Town Clerk