



REGULAR MEETING
WEDNESDAY NOVEMBER 28, 2018 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday November 28, 2018, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Charlie Gotzian, Supervisors Bryan Adams, Bob Hassett, Eric Peterson and Corrie Silverberg, Clerk Brenda Kimberly-Maas, Deputy Treasurer Gary Goldsmith, Mike Nielson – Town engineering firm, Darryl Waletzko – Town Contractor and one audience member. Treasurer Laura Jones was absent.

A quorum was present, the meeting was called to order by Chair Gotzian, at 7:00PM and the Pledge of Allegiance to the United States of America was recited.

Meeting Agenda Approval

Mike Nielson requested to give an update on 233rd Ave and 229th Ave under Roads – letter “g”. Motion/Second to accept the amended Agenda by: Adams/Silverberg. All present Supervisors approved. Motion prevailed, and the meeting proceeded in accordance with the presented agenda.

Approval of Meeting Minutes

Motion/Second to approve the October Regular Meeting and Board of Canvass Minutes by: Silverberg/Peterson. All present Supervisors approved. Motion Prevailed.

Sheriff’s Report

Commander Steve Doran advised the Board there were 130 calls for service during the previous 30 days. Of note were one DUI, one theft and three medical calls. Supervisor Hassett asked to have Commander Doran travel to 183rd Street on the northeast side of Eagle Lake, to view if any trailers, vehicles or items were parked/stored on the Township’s right-of-way, as there has been issues with the area being used for private parties. Commander Doran will inspect the location and report to the Clerk his findings. The Board had no other items for the Sheriff’s Department.

Clerk’s Business

Representative(s) to Planning & Zoning Advisory Committee

Clerk Kimberly-Maas stated the current Supervisors who sit on the Planning & Zoning Advisory Committee are Bryan Adams and alternate Corrie Silverberg. Their terms will end in December. She asked if they or others would like to represent the Township. No other supervisors expressed an interest in sitting on the committee and both Bryan and Corrie were happy to continue in their roles. Clerk Kimberly-Maas will inform Sherburne County Planning & Zoning the Township’s representative will be Bryan Adams and Corrie Silverberg will be the alternate.

Letters sent to residents with regard to mailbox placement in cul-de-sacs

Clerk Kimberly-Maas informed the Board she had sent letters to those residents who were identified as having their mailboxes installed in cul-de-sacs. In the letter she referenced the ordinance time-frame for replacement of the mailboxes (60 days”). She heard from a couple of residents, that they had received the letters two weeks after they had been placed in the mail. One of the residents who had called stated his letter had been postmarked in St. Paul. Unfortunately, the early freezing temperatures caused the ground to frost quite deep and most of the residents will be unable to reset their mailboxes until spring 2019. Supervisor Adams stated it would be unrealistic to have residents try to dig post holes now and recommends those affected be given a grace period of when the ground thaws in the spring of 2019. The rest of the Board concurred. The one audience member in attendance, John Stayme, was present to address the Board on the letter he received. Mr. Stayme told the Board he had spoken to his mail carrier prior to installing his mailbox. The mail carrier had told Mr. Stayme it was ok with her to have the postbox within the cul-de-sac. Mr. Stayme stated there was a lot of ice buildup in front of the mailbox when it is in front of his home and expressed concern there would be even

more if all of the mailboxes were in one central location. His concern is of falling, when he picks up his mail. Mr. Stayme questioned if in the spring, he could move the mailbox 3'-4' off of the road to alleviate the slipperiness. He said he would install a pathway for the mail carrier to access his mailbox. Deputy Treasurer Goldsmith informed the Board that the Ordinance Committee will be meeting prior to the December meeting and the committee hopes to have a mailbox ordinance recommendation, for the Board at the December meeting. The committee is looking at enforcement as part of the process and in light of Mr. Stayme's comments, will also be looking at exemptions to the ordinance. Deputy Treasurer Goldsmith requested contact information for Mr. Stayme, to get input from him for their consideration.

Item was TABLED for further review.

Resolution Designating Polling Location

Clerk Kimberly-Maas informed the Board that Statute changes in 2017 requires polling locations to be designated by December 31st, every year, for the following year. This is regardless of whether there are elections which are scheduled to occur for the following year. The Clerk presented to the Board Resolution 20181128 – Designating 2019 Polling Location, which designates the Orrock Town Hall as the single polling location, for 2019.

Motion/Second adopting Resolution 20181128 – Designating 2019 Polling Location by: Gotzian/Peterson. All present Supervisors approved. Motion Prevailed.

Roads

Shores of Eagle Lake

Deputy Treasurer Goldsmith informed the Board he had spoken with Bev Harvey, developer of Shores of Eagle Lake (SOEL) and was given verbal approval to use escrow funds to install street name signs in the development. Gary is awaiting a written acknowledgement from Mr. Harvey. The street name signs will be installed on the main roads. For now, installation will be made using a temporary post assembly and will be permanently installed when the ground thaws, spring of 2019.

2019 Road Project Areas

229th Ave

Mike Nielson reported core samples were taken from 229th Ave. Based on the samples he is recommending a full depth reclaim of the segment starting at CSAH 43 to 170th St and a 2" overlay from 170th to the westerly end of the road. Originally it was thought an overlay could be done in the section between 168th and 170th Streets, but the coring and visual inspection reflects a full reclaim is warranted. The difference in cost is \$46,000 which would be split 50/50 with Big Lake Township. These reports will be shared with the Big Lake Board, for their consideration.

233rd Ave. east of CSAH 15 and west of Sand Dunes State Forest

Mike Nielson recommends a catch basin be installed toward the bottom of the ditch where we have experienced run-off concerns causing erosion. This area is just east of CSAH 15. Mike is recommending extending the bituminous curbing and directing it to a catch basin toward the bottom of the ditch to alleviate the erosion. The Town would need to get a permanent easement from the landowner to install riprap on the bottom of the inslope which would also help with future erosion. The installation of the riprap would not affect the property and would help us with the erosion issue.

Turn and Bypass lanes on 233rd in Sand Dunes State Forest

Mike Nielson informed the Board that the Town would need to purchase an easement on the north side of 233rd to accomplish the addition of a right turn lane into the parking area, in section 35. At a minimum the Town would need construction easements to be able to do the work to install the turn lane into the horse trailer parking lot and a bypass lane on the opposite side of the road from the horse parking lot. Mike made a call Dave Sobania (MN DNR) to ask about this, but was unable to connect with Dave, prior to the meeting. It was Mike's opinion that the volume of traffic didn't warrant paying the DNR for permanent easements to build turn lanes into the parking area. Mike will do additional research and report to the Board in December.

Trimming on 233rd Ave. in Sand Dunes

Mike Nielson suggested the right of way clearing and trimming work on 233rd in the Sand Dunes, be done during the winter months because of the concern of oak wilt and the fact that trimming cannot be done during the time when the long-eared bat is in the area. Mike is looking for authorization to go out for bids to get the clearing

and trimming work done, on 233rd Ave and 168th St in the Sand Dunes State Forest areas (covered by the SPRA grant money).

Motion/Second authorizing Mike Neilson – WSB to let bids to perform right of way clearing and trimming on 233rd Ave. and 168th Street within the Sand Dunes State Forest, using SPRA Grant funds to pay for the work by: Hassett/Adams. In favor: Adams, Gotzian, Hassett, Peterson & Silverberg. Against: none. Abstained: None. Motion Prevailed.

Supervisor & Committee

Catch Basin Cleaning

Supervisor Adams reported the catch basins had been cleaned. All of the manhole covers were removed for inspection and one of the lines needed to be jetted.

Zimmerman Fire Department Update

Supervisor Silverberg informed the Board he had attended the Zimmerman/Livonia Fire Board meeting. He learned the 2019 Orrock Agreement for Services was approved. The Town will see a 1.3% increase in their bill from 2018 pricing. The Zimmerman/Livonia Fire Department will be hosting an open house for the Township's it serves, in 2019. More information will be made available when the date and time is set.

Treasurer's Business

Claims Approval – Routine, Individual and Payroll

Claims and payroll were electronically sent to the Board for review prior to the meeting and were available for public review during the meeting. Three separate claim sets were presented for approval.

Motion/Second to approve routine claims by: Peterson/Hassett. In favor: Adams, Gotzian, Hassett, Peterson & Silverberg. Against: none. Abstained: None. Motion Prevailed.

Deputy Treasurer Goldsmith presented two (2) claims for individual approval.

Motion/Second to pay WSB claim for inspection of SOEL roads to be paid out of the escrow account by: Silverberg/Hassett. In favor: Adams, Gotzian, Hassett, Peterson & Silverberg. Against: none. Abstained: None. Motion Prevailed.

In October, a reimbursement check for driveway escrow was remitted to Noble Custom Homes. Prior to the check being mailed, Robert Noble contacted Deputy Treasurer Goldsmith and requested the reimbursement be remitted to the homeowner, for whom the house was built. Gary had voided the previous check and presented a new check remitted to the home owner, Brandon Donnay.

Motion/second to approve Driveway Escrow reimbursement to Brandon Donnay per request by Robert Noble of Noble Custom Homes by: Adams/Hassett. In favor: Adams, Gotzian, Hassett, Peterson & Silverberg. Against: none. Abstain: None. Motion Prevailed.

Gary presented the Board with the payroll claims for the month of November, noting the payroll included election judges pay from the General Election.

Motion/Second to approve the pay claims by: Gotzian/Hassett. In favor: Adams, Gotzian, Hassett, Peterson & Silverberg. Against: none. Abstained: none. Motion Prevailed.

Gary reported he had closed out – made inactive, the Mystic Ridge escrow. The project is complete and the escrow was fully reconciled. Gary also reported he is moving forward on resolving old escrows. One of the oldest escrows which has had no activity, for a number of years is Jacob's Ridge. The escrow is in a negative balance, but there is no entity to which he can send a letter to obtain a check to reimburse the escrow and make it whole (zero balance). The balance of the escrow is negative \$11.25. Gary presented a resolution to allow him to make an entry in CTAS moving \$11.25 from the Road & Bridge fund to Jacob's Ridge escrow, allowing the balance to be reconciled and the escrow made inactive.

Motion/Second to adopt resolution moving \$11.25 from Road and Bridge fund to Jacob's Ridge escrow by: Adams/Silverberg. In favor: Adams, Gotzian, Hassett, Peterson & Silverberg. Against: none. Abstained: none. Motion Prevailed.

Treasurer's Report

Deputy Treasurer Gary Goldsmith reported the Town's fund Balances as of October 31, 2018:

General Fund: \$ 134,825.84

Road & Bridge: \$484,398.16

Fire: <\$24,425.70>

Capital Reserve: \$139,373.68

Escrows:

Heritage Hills: <\$5,104.00>

Pine Cone: \$1,066.25

Woodlands of Livonia: \$4,653.75

Savannah Meadows: \$6,566.36

Shores of Eagle Lake: \$95,024.24

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: \$19,910.00

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 10/31/2018 by: Hassett/Adams. All present approved. Motion Prevailed.

Deputy Treasurer Informational Items

Deputy Treasurer Goldsmith noted he is able to run query reports from his Access program and ran a report for the General Fund for the Board's review. He will be able to run reports to see how much the cost to keep the Town Hall heated and with utilities which will allow for better understanding of the cost to maintain the building. Should the Board want other reports in the future, he will do his best to accommodate their requests.

Deputy Treasurer Goldsmith will be calling Windstream to cancel the facsimile line.

The Ordinance Committee will be meeting with Town counsel to review the current ordinances, in the month of December. They will also meet to discuss the current ordinances and prepare revisions for the Board's consideration in December and the coming months.

Other Business

Supervisor Hassett asked Mike Nielson about the logo change made by WSB. Mike informed the Board the company celebrated its 23rd Anniversary in 2018 and decided to rebrand. The business started with five people and now employs 450, in twelve different locations. The logo was modified to show their clients they are progressing with technology and adding services beyond the original offerings of sewer, roads and bridges. Some of their new offerings are in the areas of wind energy, pipeline construction, oversight for other large companies and lake management with their own fisheries department.

Adjournment

Motion/Second to adjourn by: Gotzian/Hassett. All present approved. Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday November 28, 2018 at 7:40PM.

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

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

Charles Gotzian, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk