



REGULAR MEETING
WEDNESDAY MAY 29, 2019 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday May 29, 2019, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Corrie Silverberg, Supervisors Bryan Adams, Paul Ellinger and Bob Hassett, Clerk Brenda Kimberly-Maas, Treasurer Gary Goldsmith. Also in attendance were Commander Steve Doran, Mike Nielson – Town engineering firm, Darryl Waletzko – Town Contractor, four audience members and Gary Meyer – West Sherburne Tribune. Absent was Supervisor Eric Peterson.

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

Meeting Agenda Approval

Various requested additions to the Agenda the following items: Supervisor Adams requested under Sheriff's Report – update on the removal of barriers on 183rd St. and update on possible Deputy Clerk candidates as item "e" under Clerk Business, letter "f" under Roads to discuss driveway permitting process, under Treasurer's Business - Informational Items addition of "iii" for an update on 4M Funds.

Motion/Second to accept the amended agenda by: Hassett/Ellinger. All present Supervisors approved. Motion prevailed, and the meeting proceeded in accordance with the amended agenda.

Approval of Meeting Minutes

Motion/Second to approve the April Regular Minutes by: Adams/Silverberg. All present Supervisors approved. Motion Prevailed.

Annual Sheriff's Report

Commander Doran presented the report of service calls, for the previous thirty days. Orrock had 72 calls. Of note were one (1) structural fire and one (1) death investigation. Commander Doran had visited the connection between the cul-de-sac of 183rd St NW and the paved path into Shores of Eagle Lake. The large boulders which had blocked the passage of motor vehicles had been replaced, but Cmdr. Doran recommended the Town install some sort of barrier with reflective materials to warn vehicles of the blockage. Conversation between Board members, Commander Doran, and Town's handy-man contractor resulted in the decision to install "jersey wall" barricades with reflective materials affixed to them. Darryl will obtain the materials and install them at the location. Having no other questions, the Board thanked Commander Doran, for his input and report.

Open Forum

There were no residents present who wished to speak with the Board during Open Forum.

Clerk's Business

Website policy

The Finance Committee met earlier in the month to discuss a website and email policy. Their recommendations were presented to Board members for consideration. One item that Treasurer Goldsmith

suggested to be revised was language defining who would be eligible to have Township email accounts. He recommended the first sentence under Town Email Accounts to read, "Elected and/or appointed Board members *and/or Officers* shall be assigned a Town email address, to be used for official Town business." Stating the Clerk and Treasurer positions are presently elected positions but are not Board positions. Additionally, the language would include any future appointments that may be done. Such as in the case of a Board member resignation, Deputy Clerk & Deluty Treasurer or if in the future the Clerk and Treasurer positions are determined by the electorate to be appointed, rather than elected.

Motion/Second to adopt the recommended Web Content and Email policy with the revisions suggested by: Adams/Ellinger. All present Supervisors approved. Motion Prevailed.

Recycle Day Recap

Clerk Kimberly-Maas and Supervisor Ellinger recapped the Recycle Day event. The weather was again cold and wet. However, the total number of residents who participated was up slightly from 2018. Total participation was 227 residents, of which 47 were from Orrock Township. The percentage rates for each entity was 40% Big Lake Township, 40% City of Big Lake and 20% Orrock Township. Supervisor Ellinger said the event was well run and noted the road was clear of traffic and all initial customers were served by 8:55AM. There was a small surge of attendees at 10:30AM. The CSO was on hand until 9:30AM, when she was released to enjoy the rest of her day, since there was no need for her presence. Supervisor Ellinger said he enjoyed getting to know the City Officials and residents who volunteered, that day. He also said a truck stopped at the event and notified Supervisor Ellinger that they were with a group that collects old electronics and metals, which are brought to the VA for their clients to dismantle, use for projects, and process for recycling, should there be a need for their services once the event was over. was well run and customers seemed satisfied with the event.

Tobacco License Renewal – Orrack SA, LLC.

Clerk Kimberly-Maas Clerk Kimberly-Maas presented the annual renewal Tobacco License Application from Orrack SA, LLC. There were no reported underage sales, violations for the applicant. The Sand Dune Spirit liquor store, did not make application to renew their Tobacco License.

Motion/Second recognizing application made by Orrack SA, LLC. for the renewal of Tobacco License and approval of the application by: Ellinger/Hassett. Approved by: Adams, Ellinger, Hassett and Silverberg. Opposed: None. Abstaining: None. Motion Prevailed.

Heritage Trails 4th & 5th

Clerk Kimberly-Maas had spoken with Ms. Bev Aubol about the Board's decision to require \$7500 be deposited into the Heritage Trails escrow fund to bring it out of arrears and create a positive balance, before considering her request to allow for two OUTLOTS (D & E) in the 4th Addition, to be converted to Heritage Trails – 6th Addition, lots 1 & 2. Ms. Aubol had made the escrow account whole by depositing \$7500 with the Clerk, prior to the meeting. Bev was in attendance. Mike Nielson restated his recommendation that the Board follow the Developer's Agreement and require completion of the roads named 192nd St. NW and 246th Ave. NW, noting he also inquired with the Town's legal counsel to get his thoughts on allowing the finalization of two additional lots, without following the language agreed upon in the Developer's Agreement. Legal counsel recommended the roads be improved as is stated in the Developer's Agreement. A less desirable option posed by the Town's lawyer was to approve the additional plat, provided Ms. Aubol produced a letter of credit in the amount that it would cost to make the road improvements. Either scenario would be acceptable to the Town's lawyer. Mike Nielson will provide an estimate to complete the roads and get it to Bev Aubol, so she can determine if she wants to proceed with the process and provide a letter of credit, for the amount it will take to complete the roads. Ms. Aubol made a request to the Treasurer for documentation of the expenses made against the Heritage Trails escrow fund, to date. Clerk will contact Lynn Wayteshek in Sherburne County, Planning & Zoning and let her know that Bev Aubol is getting more information on the process at the Town level, before proceeding.

Follow-up in June.

Deputy Clerk Status

Supervisor Adams inquired on the status of finding a candidate to serve as the Deputy Clerk. Brenda has not contacted Chris Weber. Follow-up in June.

Roads

Tour Results

Supervisor Adams informed the Board that the roads are in generally good condition. Shouldering needs to be done in areas throughout the Township and the few gravel roads we have are in need of reshaping and grading. There are also a few potholes which need to be addressed. Contact will be made with Russell "Rusty" Pittmann will be contacted to see if he would be interested in performing the grading and Erickson's Asphalt to get a quote on repair of the potholes and breakage in Town Hall parking lot. Chip sealing will also be done to the parking lot. Manhole rings in Savannah Meadows and Gateway Forest are below the road grade. The home owner's associations, for those developments are responsible for maintenance of those manholes. The question of why there are no E911 signs. Clerk noted E911 signs are provided as a courtesy, but are not ordained by the Town. There are some areas which have a lot of residual sand from the ice control product used this past winter. Clerk Kimberly-Maas suggested if the Town performs sweeping in the developments with curb, gutter and sewer systems to collect the sand, so it doesn't enter the sewer systems. Other developments could have the sand swept off into the shoulders. Sweeping will be done to the worst areas which are NOT scheduled for chip sealing, by Darryl Waletzko. Road Tour Report will be included, as an attachment to the Regular Meeting minutes.

Motion/Second to spend up to \$5000 have Darryl sweep trouble areas by: Adams/Hassett. Approved by Adams, Ellinger, Hassett and Silverberg. None Opposed. Motion Prevailed.

Temporary Overweight Permit

Clerk Kimberly-Maas informed the Board that an overweight permit for the logging company to use 168th St. NW to move timber from the location it was harvested in Sand Dunes. No Action Required.

Culvert Blocked-Beaver

The culvert under 191st St in Hidden Ponds had been blocked by beavers. The culvert was cleared of the debris and water levels were even on either side of the culvert. Dispatching of the beaver was left up to the homeowner on the south side of the road, as it was living on private property. For future knowledge, if a beaver or muskrat is within 500' of the right of way, the Town can clear the blockage and harvest the animal, with permission from the property owner and notification to the DNR.

Project Updates

Crack Fill & Chip Seal

Allied is planning on beginning the crack fill work on June 15th and the following week will perform chip sealing, weather permitting.

233rd & 168th Work

RECAP: Grant application was made, for \$551,454 – excludes engineering costs. The grant was awarded to perform work on 233rd Ave and 168th St. We planned a budget of \$103,200, for engineering. Project bids on the original plan and quotes for trimming were coming in well over the budgeted amount. In an effort to reduce out of pocket costs to the Township, the areas for clearing were restaked and new quotes were solicited, for clearing. Two quotes were received – Darryl Waletzko, LLC and Reliable Tree Service responded. The low quote came from Reliable Tree service in the amount of \$40,000. Change order #1 is the removal of the bypass and turn lanes on 233rd Ave, into the parking area, was recommended and have been approved by Kelvin Howieson, District State Aid Engineer and Dave Sobania – DNR Parks & Trails. By accepting these recommended changes, the Board would reduce the total engineering fees to \$82,000 - \$21,000 under budget. Unfortunately, the turn lane application (\$2,000) made by the Town, is non-refundable.

Mike recommended the Board award the trimming contract to Reliable Tree Service in the amount of \$40,000 and award the roadway project to Knife River Corporation in the amount of \$547,852.05 and concurrently approve the Change Order #1, for a contract reduction of \$45,534.75, for a modified contract amount of \$502,317.30. The estimated out-of-pocket expense for the whole project will be \$104,400.

Motion/Second to award contract for brushing and trimming on 233rd Ave. NW to Reliable Tree Service in the amount of \$40,000 by: Adams/Hassett. Approved by Adams, Ellinger, Hassett and Silverberg. None opposed. Motion Prevailed.

Motion/Second to award contract for construction work on 168th St NW and 233rd Ave. NW to Knife River Corporation, in the amount of \$547,852.05 by: Hassett/Silverberg. Approved by Adams, Ellinger, Hassett and Silverberg. None opposed. Motion Prevailed.

Motion/Second to approve Change Order Number 1 – removal of bypass and turn lane on 233rd Ave. NW, for a contract reduction of \$45,534.75, for a modified contract amount of \$502,317.30 by: Silverberg/Hassett. Approved by Adams, Ellinger, Hassett and Silverberg. None opposed. Motion Prevailed.

Supervisor Ellinger asked if the easement description had been revised to match the survey provided by the State. Mike Nielson said the State’s engineers had not made the correction. The Board wants the correction made, to ensure there are no future issues. Mike will follow-up with the State’s engineers to make sure this is done.

Driveway Inspection Checklist

Mike will be typing up a checklist for the Town to use, so the inspections can be done in house. Darryl will be trained, so he can perform the inspections, moving forward.

Board Business/Updates – Committee Reports

Supervisor Ellinger reported he attended the Zimmerman Fire Board meeting. He learned that the DNR will not be occupying a portion of the new Fire Hall, at this time. A special meeting of the ZFD is scheduled for July. Supervisor Ellinger also got the lawn tractor back and has been maintaining the lawn at the Town Hall, since it’s return.

Treasurer’s Business

Claims Approval – Routine, Individual and Payroll

Claims and payroll presented for payment, were electronically made available for Board review and also available as hard copy during the meeting for public review. There was one addition, which were presented to the Board prior to the meeting.

May Routine Claims: Motion/Second to approve May routine claims by: Ellinger/Hassett. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: none. Abstained: None. Motion Prevailed.

May Payroll Claims: Motion/Second to approve May payroll claims by: Silverberg/Hassett. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: none. Abstained: None. Motion Prevailed.

Treasurer’s Report

Town Funds balances as of April 30, 2019:

General Fund: \$ 53,998.47

Fire: <\$ 143.51>

Escrows were unchanged

Road & Bridge: \$641,342.73

Capital Reserve: \$195,373.68

Motion/Second to accept the Treasurer’s Report date ending 04/30/2019 by: Ellinger/Adams. Approved by: Adams, Ellinger, Hassett and Silverberg. Opposed: None. Abstained: None. Motion Prevailed.

Treasurer Goldsmith presented the Board with the Cash Control statement. Ending cash balance after reconciling the books with the bank statements: \$1,057,288.44_

Motion/Second to accept the May Cash Control Statement: Silverberg/Ellinger. Approved by: Adams, Ellinger, Hassett and Silverberg. Opposed: None. Abstained: None. Motion Prevailed.

Treasurer Action Items

Resolution Authorizing Accounting Adjustments

Treasurer Goldsmith made two corrective adjustments to the accounting system to reflect keying errors. The adjusting resolution will be part of the Official Meeting Minutes.

Motion/Second to adopt resolution to make corrective adjustments to the accounting system by: Adams/Hassett. Approved by: Adams, Ellinger, Hassett and Silverberg. Opposed: None. Abstained: None. Motion Prevailed.

Treasurer Informational Items

Treasurer Goldsmith will bring the appliances to Lake State Recycling when he brings some personal items there, for recycling. The stuffed furniture will be moved into the shed to dry out and will be taken to the landfill, at a later date.

Seven rodent bait stations were set up throughout the buildings & premises and a gopher trap was set in the main run. Treasurer Goldsmith will check the traps and rebait them periodically.

4M Fund Update – all documents have been signed and presented to the appropriate institutions. All accounts have been opened. The depository account, where money is directly “swept” into the 4M cash flow account and the other is the account from which the Town can dispense funds – write checks.

Announcements

Clerk Kimberly-Maas announced:

May 31, 2019 there will be a Hazard Mitigation Meeting at Sherburne County. Supervisor Adams will attend the meeting on behalf of the Town.

Retirement party for County Administrator Steve Taylor on June 19, 2019 at 1:30. Event will be held at the County Government Center, in the Board Room.

Sherburne Area Visual Arts Showcase – Monday June 11, 6PM-8PM at the Sherburne History Center.

Adjournment

Motion/Second to adjourn regular meeting by: Silverberg/Adams. All present approved. Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday May 29, 2019 at 8:28PM.

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

Accepted this 26th day of June, 2019 by the Orrock Township Board of Supervisors.

Corrie Silverberg, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk