



Regular Meeting
Wednesday September 16, 2020- 7:00PM

The Orrock Township Board met in regular session, on Wednesday September 16, 2020, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Corrie Silverberg, Supervisors Bryan Adams, Paul Ellinger, and Clerk Brenda Kimberly-Maas. Also, in attendance were Deputy Clerk Chris Weber, Darryl Waletzko – Town Contractor, Town Engineer Mike Nielson and one audience member. Tele-conferencing into the meeting were Supervisor Bob Hassett and Treasurer Gary Goldsmith. Absent was Supervisor Eric Peterson. Roll Call was taken by Chair Silverberg.

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

Mike Nielson added under Roads, Item A, Draft Culvert Policy and Treasurer Goldsmith added under Treasurer's Business, CARES Act Claims.

Motion/Second to accept the revised agenda by: Adams/Ellinger. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: none. Abstained: None.

Motion prevailed, and the meeting proceeded in accordance with the revised agenda.

Approval of Meeting Minutes

Motion/Second to approve the August Regular Minutes by: Ellinger/Hassett. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: none. Abstained:.. Motion Prevailed.

Sheriff's Report

No sheriff's report was given

Open Forum

There were no open forum items.

Clerk's Business

Resolution RES 2020-09 Appointing Election Judges for General Election (November 3, 2020)–Action

Clerk Kimberly-Maas presented Resolution RES2020-09 Appointing Election Judges for General Election (November 3, 2020). The board needs to appoint the election judges prior to the November 3 election.

Motion/Second to adopt Resolution RES 2020-09 Appointing Election Judges for General Election by: Silverberg, Hassett. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: None Abstained: None Motion Prevailed.

Shores of Eagle Lake (SoEL) Updates from Committee

Chair Silverberg stated that there is nothing to report on the SoEL roads discussion with Bev Harvey. Corrie informed the board that there is a buyer that wishes to purchase lots with a plan to build homes in the development. Mike Nielson and Corrie Silverberg informed the suiter that the roads need to be chip-sealed soon and that the township

has no intention of taking the roads over until they are chip-sealed. This item will tentatively be placed on the October agenda.

Roads

Draft Culvert Policy

Mike Nielson presented a Revised Draft Culvert Policy. The draft policy is attached to the minutes. Supervisor Silverberg asked Mike if #5 (The homeowner shall assume all maintenance liability for erosion control and turf establishment after the developer's commitment has been met) is standard. Mike responded that it is typically standard, as the boulevard between the highway and the curb is usually the homeowner's responsibility. Mike stated that item (#5) should be reviewed by the board. Chair Silverberg commented that culverts would be like ditch mowing, as the township does ditch mowing. Clerk Kimberly-Maas' opinion is, since driveways are not the responsibility of the township to maintain, then culverts would not be either. Mike Nielson associates the culvert and driveway with the home. Supervisor Adams will look in the MAT manual for any recommendations and clarification. This item will be placed on the October meeting agenda.

Supervisor Updates / Committee Reports

Supervisor Adams reported that he received prices for swing-away mailboxes. The cost per mailbox is approximately \$50-\$60 and Darryl's cost to install would be approximately \$70. If the township installed 100 per year the cost to the township would be approximately \$13,000. Bryan asked if mailboxes are a big issue or are an aggravation. Clerk Kimberly-Maas stated that the township is not liable for damage to mailboxes. Darryl Waletzko does receive calls every year due to mailbox damage. Brenda also stated that for maintenance, both summer and winter, installing swing-away mailboxes would potentially save time as Darryl would not have to try to swing around the mailboxes. Chair Silverberg stated that Darryl's issue is not just the mailbox damage, but the fact that he needs to make a wider swing when plowing. Mike Nielson stated that when WSB does a road reconstruction project, they, at times, have been putting in mailboxes as part of the project and the township absorbs that cost. This will be discussed with Darryl Waletzko in October.

Supervisor Adams told the board that he had discussed the ice breaker with Darryl Waletzko. Darryl is considering purchasing the ice breaker, but the attachment will be for his equipment only. If Darryl were to purchase the ice breaker, the road committee would then authorize Darryl to go out on the roads with the ice breaker. Darryl's current contract is a guaranteed amount. This item will be placed on October's agenda.

Supervisor Ellinger suggested that the township develop a township handbook and keep it updated with township policies and that the Deputy Clerk Weber develop the manual and have it ready by January. Chair Silverberg also noted that ordinances, policies, contracts and resolutions should be in this handbook. Paul suggested that the township use the MAT manual and incorporate items and language within the township's manual. Clerk Kimberly-Maas stated that it should include items that are specific to Orrock Township (how does Orrock Township conduct business). Treasurer Goldsmith would like to know what the road authority's policy is for spending without an emergency meeting and what the policy is for use of the debit card. Supervisor Hassett likes the idea but would also like to see it on the website. The board agreed that the handbook should not be on the website but will go on the Office365 SharePoint once the township has the SharePoint set up in early January. Deputy Clerk Weber will begin assembly.

Supervisor Ellinger reported that the ZLFD committee is meeting on Thursday, 9/17 with Corrie, Gary and him. Paul is going to mention to Livonia Township that there are a couple of corrections to street numbers in the road contract.

Supervisor Hassett discussed Google Earth and mapping of sign locations. He presented a map that was created with data from WSB and Sherburne County GIS. Bob stated that he had found a discrepancy in a spot check on the signs. Two signs were checked off as being replaced that were not replaced. Bob will visit the signs to verify that they were changed out and have the proper sticker. Clerk Kimberly-Maas stated that, for recordkeeping, a legend for the color-coded dots will be more useful as the township needs to have a physical record. The color should have a code with the year that they were replaced. Mike Nielson feels that the cost to have WSB maintain the mapping and signing would be less than \$1,000 a year. Mike's GIS contact, Brian, will work with Bob to get a cost and plan together for October's meeting.

Treasurer’s Business

Claims Approval – Routine, Individual and Payroll

Claims and payroll were electronically sent to the Board for review and were available for public review during the meeting.

Routine Claims

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

CARES Act Claims

Motion/Second to approve CARES act claims by: Hassett/Ellinger. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: none. Abstained: None. **Motion Prevailed.**

Payroll Claims – September 2020

Treasurer Goldsmith presented the Board with the payroll claims for the month of September.

Motion/Second to approve 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 August 31, 2020:

General Fund:	\$103,340.88	Road & Bridge:	\$638,725.34
Fire:	\$29,140.44	Capital Reserve:	\$191,125.32
CARES:	\$90,289.41		

All escrows are unchanged.

Motion/Second to accept the Treasurer’s Report date ending 08/31/2020 by: Ellinger/Silverberg. Approved by: Adams, Ellinger, Hassett and Silverberg. Opposed: None. Abstained: None. **Motion Carried.**

Cash Control Statement and Investment Update

Treasurer Goldsmith presented the Board with the Cash Control statement. Ending cash balance after reconciling the books with the bank statements: \$ 1,202,441.21. Gary stated that there are no 4.5% or 7% interest rates. The actual interest rates are .5% checking, CD’s are at .45%. The finance committee decided to continue to roll over the CD’s each month. The 4M Fund interest rate is .02%. Treasurer Goldsmith also informed the board that the township is sufficiently insured should, for any reason, the bank becomes illiquid.

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

Finance Committee Update

- Audio/Visual Equipment Review
 - Treasurer Silverberg reported that Tierney Brothers will not have time to complete a proposal and set up an A/V system by the end of November. Two other companies, Enhanced Home Technology and LeIch, will be meeting with Gary and the finance committee to determine the township’s needs and present recommendations and proposals for an A/V system. The current computer being used for the meetings is running Windows 8.1, has no anti-virus and the township does not have the administrator password. Supervisor Ellinger asked for up to \$20,000 for audio/visual equipment upgrades. The system configuration will be determined by vendor recommendations. Clerk Kimberly-Maas stated the time is of the essence due to vendor lead times.

Motion/Second to authorize the finance committee to seek and award a bid up to \$20,000 for audio/visual equipment by: Ellinger/Adams. Approved by: Adams, Ellinger, Hassett and Silverberg. Opposed: None. Abstained: None. Motion Carried.

Other Business

Paul Ellinger presented a request from ZLFD for use of Orrock Township CARES Fund money for the purchase of turnout gear. Paul recommended that the township consider granting CARES fund money to ZLFD with a match to Big Lake Fire Department. Clerk Kimberly-Maas stated that the Big Lake fire department turnout gear and radios have been funded by Big Lake Township and believes that BLFD has no need for other items that would qualify under the CARES act. Supervisor Hassett stated that he does not want Big Lake Fire Department to feel slighted. Clerk Kimberly-Maas will reach out to the Big Lake Fire Department to see if they have any other PPE/CARES needs. Supervisor Ellinger also mentioned that Options and food shelves might qualify for funds and he would like to reach out to these and other groups to see if they have a need for funds. Chair Silverberg’s opinion is that if ZLFD can use the funds, the township should try to keep the money local. Clerk Kimberly-Maas will get the contacts for Options and the food shelves to the finance committee.

Motion/Second to have a special meeting on Thursday, September 24th at 4pm at the town hall to discuss CARES Fund distribution by Ellinger/Silverberg. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: none. Abstained: None.

Motion/Second to award \$30,000 of CARES funds to the ZLFD for purchase of PPE and CARES Act eligible purchases by Ellinger/Silverberg. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: none. Abstained: None.

Announcements

Clerk Kimberly-Maas Announced:

- IN PERSON EARLY VOTING BEGINS FRIDAY SEPT. 18 @ Sherburne County Auditor Treasurer Office
- Household Hazardous Waste Event at the Fairgrounds on Friday, Oct. 2 from 3pm-6pm
- Dog Vaccination Clinic at Big Lake Township Lion’s Park, Sat. 9/19 9am-noon

Adjournment

Motion/Second to adjourn the regular meeting by: Adams/Hassett. In favor: Adams, Ellinger, Hassett & Silverberg. Opposed: none. Abstained: None.

Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday September 16, 2020 at 8:15PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Deputy Clerk

Accepted this 21st day of October 2020 by the Orrock Township Board of Supervisors.

Corrie Silverberg, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk

Memorandum

To: Orrock Township Board
 From: Mike Nielson, PE
 Date: September 16, 2020
 Re: Driveway Culvert Policy.
 WSB Project No. R-013556-000

I am recommending the following for all new subdivision requirements.

Township Road Ditch Drainage Policy

All new subdivisions shall have a minimum of a 15" culvert under each driveway or as required by the drainage design. Exceptions may be granted provided the developers engineering can meet the following criteria.

- The runoff from all sub catchment areas draining to a ditch shall be contained within the ditch without overtopping the driveway or encroaching onto the road shoulder for storms with a flood frequency in accordance the following table. The ADT or average daily traffic will be assumed to be 10-trips per day per household within the development plus any pass-through traffic from adjacent developments.

<u>Projected ADT</u>	<u>Minimum Overtopping Flood Frequency</u>
0-10	2 year
11-49	5 year
50-399	10 Year
400-1499	25 year
1500 and up	50 year

In addition to meeting the flood requirements due to rain events the overtopping requirements shall be met during the 10-day snow melt as defined in the MnDOT Drainage Manual.

- Storm events and flood frequency shall be as defined in the current MnDOT drainage manual.
- Where no culverts exist, water shall infiltrate, leaving no standing water in ditches within 48-hours following any rain event.
- The Developer through the Developers Agreement shall be responsible for all ditch maintenance until the roadway is adopted and taken over by the Township.
- The homeowner shall assume all maintenance liability for erosion control and turf establishment after the developer's commitment has been met.

~~6. Failure to maintain the ditch will result in the Township completing the necessary work and assessing the costs to the abutting parcel.~~

~~a. The Township will need to adopt a policy that allows assessments. Similar to a lawn mowing ordinance.~~

The following is taken from the MnDOT Drainage Manual

- Design recommendations for flood frequency, See Hydrology Chapter for Additional Information.
 - Use 50 year design frequency for minor culverts 48" or less in diameter. The overtopping flood need not be computed. A more conservative design frequency (I.E. 100 year flood event) may be required if there is significant flood damage potential upstream.
 - Minimum overtopping flood frequency for risk assessment is based on projected average daily traffic (ADT)

<u>Projected ADT</u>	<u>Minimum Overtopping Flood Frequency</u>
0 - 10	2 year
11 - 49	5 year
50 - 399	10 year
400 - 1499	25 year
1500 and up	50 year

- Risk assessment shall be completed for all major culverts greater than 48". The 500-year flood or overtopping flood shall be computed, whichever is less.

<u>Road Classification</u>	<u>Size</u>	<u>Design Frequency</u>
All Centerline	> 48 inches	Need Risk Assessment
All Centerline	≤ 48 inches	50 year
Median Drain	15 inch minimum	50 year
Entrance	15 inch minimum	10 year

5.2.4 Design Features

Basic design features and considerations which must be considered include: culvert size and shape, number of barrels, material selection, end treatment for both inlet and outlet, improved inlets, safety and performance curves.

- The culvert size and shape selected shall be based on engineering and economic criteria related to site conditions. All culverts should be designed to provide adequate hydraulic capacity. However land use requirements and debris or ice potential may dictate a larger or different barrel geometry than required for hydraulic design alone. The following minimum sizes shall be used to avoid maintenance problems and clogging:

<u>Type of Road</u>	<u>Minimum Size</u>
Trunk Highway Centerline	24 inches
CSAH Centerline	18 inches
Local Roads Centerline	18 inches
Ramps, Loops, Rest Area	18 inches
Side Culverts	15 inches
Median Drains	15 inches
Entrances	15 inches