



ANNUAL MEETING
TUESDAY MARCH 13, 2018 7:00PM

The Orrock Township Electorate met, for their Annual Meeting, on Tuesday March 13, 2018. The meeting took place at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

The meeting was called to order by Clerk Brenda Kimberly-Maas at 7:00PM and the Pledge of Allegiance was recited by the Electorate. Eleven (11) residents, Mike Nielson – Town Engineer and Gary Meyer – West Sherburne Tribune were in attendance.

CALL FOR A MODERATOR

Clerk Kimberly-Maas called for nominations to elect the Annual Meeting Moderator.

Bryan Adams volunteered as no others expressed interest. Brenda asked if there was any opposition, none was made by the Electorate and a vote was taken.

Electorate Vote: Unanimous approval to install Bryan Adams as Moderator.

Motion Prevails.

CALL FOR MOTION TO APPROVE 2018 ANNUAL MEETING AGENDA

Motion/Second to Approve 2018 Annual Meeting Agenda by Karel Lind/Steve Johnson.

Electorate Vote: Unanimous approval of the 2018 Annual Meeting Agenda.

Motion Prevails.

CALL FOR MOTION TO DISPENSE WITH READING OF 2017 ANNUAL MEETING MINUTES

Motion/Second to dispense with the reading of the 2017 Annual Meeting Minutes by Bryan Adams/Karel Lind.

Electorate Vote: Unanimous approval to dispense with the reading of the 2017 Annual Meeting Minutes.

Motion Prevails.

CALL FOR MOTION TO APPROVE 2017 ANNUAL MEETING MINUTES

Motion/Second to Approve 2017 Annual Meeting Minutes by Bryan Adams/Corrie Silverberg.

Electorate Vote: Unanimous approval of the 2017 Annual Meeting Minutes.

Motion Prevails.

BOARD OF AUDIT REPORT/FINANCIAL REPORT

Motion/Second to waive reading all disbursements made in 2017 by Brenda Kimberly-Maas/Karel Lind.

Electorate Vote: Unanimous approval to waive reading all disbursements made in 2017.

Motion Prevails.

Treasurer Jones presented the Township's Financial Report and the Approved Board of Audit Report, for year ending 12/31/2017, to the Electorate. She advised the Electorate all disbursements and receipts were in a binder and available for their review. The Town Bank Account balance \$1,164,117.98 as of 12/31/2017.

Total 2017 Fund Disbursements: \$ 696,479.99

2017 Fund Balances: General - \$135,761.09 Road & Bridge - \$676,508.66 Fire - \$55,268.38 Capital - \$ 139,373.68

2017 TOWN REVIEW

Brenda presented the audience with an overview of the past year activities and information about the Town. She told the audience the estimated population is 3740. There were twenty-five (25) new homes were constructed and twenty-four (24) of those were issued certificates of occupancy. Mystic Ridge has nine homes on the 13 lots. Six of those are occupied (67% fill rate). The Town approved a few replats and smaller plats and residential market values increased. 78% of the 2017 levy was spent on road maintenance and snow removal, 12% is used for fire protection and 10% on general, day to day Town functions. Renaming and restructuring of "Clean Up" day occurred. The event focused on encouraging residents to bring their recyclables and larger refuse items. The event was coordinated and staffed mostly by Metro Appliance Recyclers, who will be providing their services for the next four years. The number of volunteers needed decreased, but Orrock was represented by Corrie Silverberg, Brenda and her family. The event had lower attendance, as the day was very cold and rainy. The normal date for the event will be the third (3rd) Saturday of May. Road improvements consisted of the six areas for overlays, equaling 2.5 miles. The overlays were done in two lifts – a ¾" leveling course and 1-1 ½ " wear course. Total cost of the project was \$313,300. The tornado in March, resulted in many trees being lost. However, the wet spring also allowed for a lot of new tree and shrub growth. Trimming focused on the Big Eagle Lake area. A sediment trap was also installed on the west side of Eagle Lake, to manage road run-off, prior to it entering the Lake.

BOARD & COMMITTEE REPORTS

Zimmerman Fire Report: Corrie Silverberg reported the 2018 ZFD budget had a <1% increase. He will be attending their Board meeting 3/14 and hopes to get a commitment to a three-year contract with the Department. have more information on the land purchase and station construction.

Big Lake Fire Report: Brenda Kimberly-Maas told the audience, In December 2017, the Town of Big Lake and City of Big Lake entered into a Joint Powers Agreement for the creation of Big Lake Fire Department, as it's own self-governing entity. The department has six new recruits, who are in the process of receiving all of their initial training. A change in officers had also occurred at the beginning of 2018. The new Chief is Ken Halverson, Asst. Chief is Seth Hansen and Mark Hedstrom is the newest Captain.

Road Report: Township engineer Mike Nielson of WSB Associates, was present to report to the electorate. He reported the 2018 road projects bids had been opened. The engineer's estimate for the work, was \$541,362. The nine bids which came in ranging from \$488,108 to \$638,113. The overlay will be done with a ¾" leveling layer of bituminous and a 1 ½" wear course to help with any issues from the crack filling material expansion and causing bumps in the road. And 185th St. NW extension will be constructed, between Timberquest and Huggett Pines. With engineering, the low bid from Tri-City Paving will cost t \$,000. References will be checked prior to acceptance of the low bid. The Board has been budgeting a 3% increase in the Road & Bridge fund for the past several years. Mike noted the lower oil and bituminous prices, the last few years, prompted the Town to do more miles of overlays, to get more for their dollar. So we are a bit ahead of the projected maintenance schedule. The Board has also authorized WSB to reinspect all of the roads and update the overall condition of the roads and the pavement management plan. The inspection will be done in May or June of 2018. Mike doesn't anticipate the inspection will reveal the need to budget more than 3% annual increase and may result in a slight decrease. The spring annual road tour will reveal other work which will need to be accomplished in 2018, including shouldering, pothole filling and some miscellaneous work to be performed.

Q: By doing the paving ahead of schedule, will the future road work need to be done earlier than originally projected?

A: Timing of overlays is key to the longevity of the roads. By spending a dollar at the right time on an overlay, will generally save you \$7 in the future. Mike explained the roads which were done ahead of schedule were next on the list of overlays. Doing them earlier would push out the time, in which they would be ready for a total reconstruction.

There were a number of questions on the 2018 bids. Of which the concern of the difference in the three lowest bidders and if WSB has used Tri-City prior. The difference was less than \$10,000 and WSB has used Tri-City before. One resident expressed his concern over the award to Tri-City, stating he has worked with them and found their performance

to be on the poorer side. Mike assured the resident the bid docs used MNDot standards and there would be a field engineer on site throughout the project to ensure the workmanship was up to Town standard. Brenda informed the residents, by law the Town must award to the lowest bidder, if the contract is for more than \$100,000 or reject all and rebid the project.

Q: Have the traffic signs been inventoried and schedule made for replacement?

A: Yes. The signs are inventoried and a schedule has been made. A number of unnecessary signs will be permanently removed.

REVIEW 2016

233rd Ave and other roads through DNR lands: Supervisor Adams reported the Town is talking with the DNR on how the Town can acquire the easements for 233rd and 168th Street without any cost to the Town. In 2017, Rep. Newberger wrote legislation to have the easements turned over to the Town – following certain statutes. Those statutes require payment of application fees, etc. The Town’s perspective is they are not going to pay anything, for the easements, as they have been maintaining them for many (50-100) years. Currently, the DNR has written another bill to have the easements that are NOT in school trust land, turned over to the Township at no cost. However, easements (portions of 168th St. and 233rd Ave.) in school trust lands (sections 16 & 36) must be purchased at fair market value or reimbursement of funds for their value, made to the school trust. The FMV of the land is currently being completed, as well.

PRESENTATION OF THE PROPOSED 2019 TAX LEVY

Treasurer Laura Jones, presented the Board recommendation for the Levy 2019.

General Fund	\$ 90,000
Road and Bridge	\$ 690,000
Fire	\$ 151,000
Capital	<u>0</u>
TOTAL	\$ 931,000

Discussion: Laura explained there was a surplus in the Fire Fund. She had been drawing down the Fire fund and the amount calculated as necessary for 2018 levy was low. She explained the Town needs to have 1.5 the amount of the full fire budget, in the bank, to ensure they can pay the first half of the fire bills, which are due in January each year. This is because we don’t get our first disbursement of property taxes until June or early July. She felt the fire levy amount would go down after 2019 to about \$120,000 or so. Residents asked if money could be borrowed from another fund to cover the shortfall. She stated it could, but would prefer not to handle the shortfall in that manner. Another resident asked if the Fire Departments would allow for the payment date to be later in the year. Brenda explained the Big Lake Fire Department gets hit hard in January/February, with their own bills. She will inquire, but it is unlikely BLFD will change their billing date. Corrie indicated he will ask ZFD, too.

Corrie Silverberg mentioned that at some point the Town Hall would need to be addressed. It is an old school house which has been modified to be the hall. The Town is outgrowing its size, it is poorly insulated and the floor trusses are sagging. He told the audience the reason the board table is located on the west side of the meeting space, because the Board’s chairs roll to the north wall if the table is situated on the north wall. Whether the hall remains on the same parcel or another piece of land is acquired, it would make sense to build up the capital fund to help with the expense of a new facility. Don Stauffer asked the Board to compile a list of what would be needed in a new facility. Size, accessibility, parking, security, etc. and present it to the electorate, so they have a better idea of the cost of a new hall.

Don Stauffer moved the Board have a feasibility study on the requirements of a new town hall be done and presented to the electorate at the reconvened meeting.

Motion Second: Don Stauffer.

Electorate Vote: Unanimous decision in favor.

Motion Prevails

TENTATIVE APPROVAL OF THE 2019 PROPOSED TAX LEVY (MS 365.10)

Corrie Silverberg moved to tentatively adopt the 2019 Levy amounts presented by Treasurer Jones and recommended by the Board of Supervisors, at the Board of Audit Meeting.

Motion Second: Karel Lind

Electorate Vote: Unanimous decision to TENTATIVELY adopt the 2019 Levy amounts presented by Treasurer Jones and recommended by the Board at the Board of Audit Meeting, in the amounts of:

General Fund	\$ 90,000
Road & Bridge Fund	\$ 690,000
Fire Fund	\$ 151,000
Capital Fund	\$ 0
Total Levy:	\$931,000

Motion Prevails

BUSINESS FROM THE FLOOR

Moderator Adams called for Further Business from the Floor.

No Further Business from the Floor.

SET DATE, TIME AND LOCATION FOR THE 2018 ANNUAL MEETING

Brenda Kimberly-Maas told the electorate, state statutes dictate the date for Township Annual Meetings as the second Tuesday of March. For 2019 that date is March 12, 2019.

Brenda Kimberly-Maas moved that the 2019 Annual Meeting be held Tuesday, March 12, 2019 at 7:00PM.

Second by Corrie Silverberg.

The Electorate UNANIMOUSLY approved that the 2019 Annual Meeting be held on Tuesday March 12, 2019 at 7:00PM.

Motion Prevails

ANNOUNCEMENTS

Moderator Adams called for other Announcements.

Brenda Kimberly-Maas announced she and Laura are looking for Deputies. Brenda also said the Township election of officers was changed to be held in conjunction with the general election schedule. The Treasurer term ends this year and the Clerk term ends in 2020. She asked if any of the audience was interested in getting their feet wet as a Deputy Treasurer or Deputy Clerk and possibly running for the seat, they should contact Laura, for Deputy Treasurer and herself for Deputy Clerk information. Laura was asked if she intended to run in November. Laura stated it was unlikely she would run again. Brenda also said she also is unlikely to run in 2020.

MOTION TO ADJOURN OR RECESS THE ANNUAL MEETING

Brenda Kimberly-Maas told the electorate, a change in legislation moved the date by which she needs to certify the levy to the County Auditor. The new deadline is September 30th. If the electorate so chose, they could recess to as late as the September regular meeting date – 9/26/2018. Corrie Silverberg asked if holding the reconvention of the annual meeting in Spetember would give Brenda enough time to certify the levy to the County Auditor. She said it would.

Moderator Adams called for a motion to either adjourn or recess the Annual Meeting.

Don Stauffer Moved to RECESS the 2018 Annual Meeting until Wednesday September 26, 2018 at 7:00PM

Second by Corrie Silverberg.

Electorate Vote: Unanimous decision to RECESS the 2018 Annual Meeting until Wednesday September 26, 2018 at 7:00PM

Motion Prevails

Moderator Adams declared the 2018 Annual Meeting in RECESS at 7:53PM on Tuesday March 13, 2018 and to reconvene on Wednesday September 26, 2018 at 7:00PM .

Respectfully Submitted,

Brenda Kimberly-Maas
Orrock Township Clerk

DRAFT PRESENTED AND REVIEWED this the _____ day of _____, 2018 by the Orrock Township Board.

Charlie Gotzian, Chair

Attest:

Town Clerk

DRAFT