



ANNUAL MEETING
Tuesday, March 10, 2020 - 7:00PM

The Orrock Township Electorate met for their Annual Meeting, on Tuesday March 10, 2020. 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 and were in attendance.

Call for a Moderator

Clerk Kimberly-Maas called for nominations to elect the Annual Meeting Moderator. Gary Goldsmith nominated Bryan Adams to moderate the annual meeting. Paul Ellinger seconded the nomination. Bryan accepted the nomination. 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 Prevailed.

Call for Motion to Approve 2020 Annual Meeting Agenda

Motion/Second to Approve 2020 Annual Meeting Agenda by Corrie Silverberg/Bob Hassett.
Electorate Vote: Unanimous approval of the 2020 Annual Meeting Agenda. Motion Prevailed.

Call for Motion to Dispense With Reading of 2019 Annual Meeting Minutes

Motion/Second to dispense with the reading of the 2019 Annual Meeting Minutes by Don Stauffer /Bryan Adams.

Electorate Vote: Unanimous approval to dispense with the reading of the 2019 Annual Meeting Minutes. Motion Prevailed.

Call for Motion to Approve 2019 Annual Meeting Minutes

Motion/Second to Approve 2019 Annual Meeting Minutes by Gary Goldsmith/Bob Hassett.
Electorate Vote: Unanimous approval of the 2019 Annual Meeting Minutes. Motion Prevailed.

Town Financial Report – Receipts Procedure

Treasurer Goldsmith explained the receipts procedure to the audience. He stated that all Sherburne county and state payments are directly deposited into the township's account. Gary reported that cash receipts are first received and recorded by the clerk and then he makes the deposits and records them in the accounting system. The treasurer and clerk then reconcile the clerk's records with the treasurer's accounting records. The treasurer also receives a report from the state and county and those items are then reconciled with the township's records.

Board of Audit

Treasurer Gary Goldsmith informed the electorate that the Board of Audit was held in February. The

Township Supervisors, sitting as the Board of Audit, verified that the Town's records of receipts and disbursements were complete and accurate and balanced with the records of the Town's financial depository.

Township Supervisors verify claims and receipts at every meeting and review reconciled bank statements at every meeting, so only a sampling of those documents was examined by the Board of Audit. Each receipt and disbursement were checked and verified by the entire Board of Audit. The Board of Audit report shows the following:

Receipts verified: 103173 paid to the town by Minnesota DNR – payment in lieu of taxes, 527324 paid to the town by Price Custom Homes and 103188 paid to the town by Town of Big Lake – Engineering Reimbursement Fees

All three were verified to be accurate.

Disbursements verified: 10747 paid to Couri and Ruppe, LLC – legal fees, 10762 paid to Nystrom Publishing – recycle day postcards and 10911 paid to WSB – 168th and 233rd engineering fees.

The Board of Audit found all documentation concerning these transactions to be in order. Cash Basis accounting reports were also verified.

Motion/Second to waive reading all receipts and disbursements from 2019 by Gary Goldsmith/Paul Ellinger.

Electorate Vote: Unanimous approval to waive reading all receipts and disbursements from 2019. Motion Prevailed.

Treasurer Goldsmith commended the board for applying for an receiving the SPRA grant to complete the 233rd and 168th project.

2019 Town Hall Review

Clerk Brenda Kimberly-Maas presented the audience with an overview of the past year's activities and information about the Town.

The estimated population is 3,759. There were seventeen (17) new homes constructed, 7 of which were issued Certificates of Occupancy.

The Net Tax Capacity of the Township is \$3.449M and the Taxable Market Value is \$339,170,207.

The 2019 road and Bridge Levy was \$690,000 with 44.84 maintained miles.

The easements purchase was finalized for 233rd & 168th and the SPRA Grand work has been completed. The total cost for the easement was \$521,053. Orrock Township's out of pocket easement cost was \$33,485.01 - plus engineering fees of \$62,413 - for a total cost of \$95,896.01.

2019 Road Improvements consisted of Chip Sealing & the 220th Joint Project with Big Lake Township. Costs for these projects was \$395,531.

Snow and Ice control for 2019 (Jan-Dec) was \$96,149

Board & committee reports

Zimmerman Fire Report: Supervisor Paul Ellinger reported that the Zimmerman/Livonia fire department will be building a new fire hall and community center and are in the beginning stages of the planning and financing process. He expressed the concern of how this project may affect Orrock Township's fire protection costs. Gary Goldsmith, Bob Hassett and Paul Ellinger will be attending the Zimmerman fire department meeting on 3/11/20 at 7PM at the Zimmerman Fire Hall.

Don Stauffer had questioned the need for a new fire hall. Paul stated that the Zimmerman/Livonia fire department rents the current fire hall from the city and from that capacity – yes, they do need a new fire hall. Paul noted that he is monitoring the progress and keeping the town board informed and any updates will be recorded in the board minutes. Don Stauffer then asked what the value add is to Orrock township. Paul Ellinger had noted that they will be adding training space and storage for their equipment. Corrie Silverberg stated that the current fire building is run down and they are in need of

expansion space. The Zimmerman fire department had received a considerable donation that allowed them to purchase the land. Bob Hassett noted that the original financing discussion was that the fire hall and community center would be one loan. Bob had discussed the financing with a Livonia supervisor and was told that the fire hall and community center are going to be two separate loans - one for the fire hall and one for the community center. Bob also noted that this is a growing area and adequate fire protection is paramount. Corrie Silverberg stated that the project has been scaled down from the original plan. Zimmerman/Livonia Fire department serves four townships – Zimmerman, Livonia, Stanford and part of Orrock Township. Big Lake Fire department services the other portion of Orrock township. Clerk Kimberly-Maas handed out the Orrock Township fire coverage map for the audience to review.

Big Lake Fire Report: Corrie Silverberg informed that audience that Big Lake Fire department had 250 calls for service last year of which approximately 10%, or 25 calls, were in Orrock Township. There were four fire casualties – three in Big Lake and one in Orrock Township. The fire calls resulted in \$1.3M in property damage. He also noted that the Big Lake fire department is quite active and involved in the community. The Big Lake fire department has done quite bit of updates, including the purchase of a new fire truck and upgrades to the fire hall. The fire department is spending money internally, but their budget doesn't affect the township's fire costs because Orrock Township's fire payment is based on a formula. The formula is based on the township tax base. Brenda Kimberly-Maas noted that this is the first time that the fire department has experienced such fire casualties since the 1970's. She also stated that a considerable amount of donated money pays for the improvements that the fire department makes.

Road Report

Supervisor Bryan Adams presented the road project plan for 2020. He reported that, overall, the township's roads are in decent shape.

Bryan reported that most of the township roads are being overlaid but that, in a few years, the township is going to have to start reclaiming roads and that will bring the road expenditures amount to over \$1M. Bob Hassett also noted that the township is putting on a thicker layer of coverage than Big Lake Township.

Bryan noted that in 2020 the township is doing proposed projects 1, 2 and 3, as listed below.

2020 Proposed Projects Overlay and Reclamation

The projects that are being bid for 2020 are the following projects, for an estimated total amount of \$553,000:

Project 1: 235 th , 233 rd	Blackwoods Subdivision 2" Overlay	Cost: \$179,500
Project 2: 244 th , 243 rd	Timberquest Subdivision 2" Overlay	Cost: \$145,500
Project 3: 241 st	3.5" Reclamation	Cost: \$228,500

Don Stauffer asked when spring road restrictions would be put in place, how are they managed and how does the township protect the roads. Bryan stated that road restrictions went in place on 3/9 and that the state dictates when those restrictions go into place. The road restrictions should be in place for approximately six weeks. Brenda also stated that the township places road restriction signs on the township roads.

Town Hall Update

Supervisor Adams informed the audience that the board had paid for an inspection and evaluation of the town hall building, that the building is in good condition. The board's opinion is that it would be viable to keep the building and expand the building in the future. It was noted that the primary uses for the building are storage, elections and the monthly meetings. Bob Stauffer commended the board for

using due diligence in inspecting the town hall and determining that the best plan would be to keep the building and add onto if needed. Anne Kostrzewski also noted that the township building has great character.

Bob Hassett had asked what options the township has for voting space if the township needs to add a second precinct. Chris Weber stated that Brenda and she had discussed this need and that the only viable option would be to rent the SCTA Trail Shed, as that is the only handicapped-accessible building in the township that would be large enough to accommodate elections.

Regular Meeting Date Change

Bryan Adams informed the audience that the new regular meeting date, beginning in March, is the third Wednesday of the month beginning at 7PM at the Orrock Township Hall.

Presentation of the Proposed 2021 Tax Levy

Gary stated that he has detailed copies of the 2020 budget available for review. Gary then presented the property value and tax analysis report for the years 2011-2021. He noted that the township’s goal was to stabilize the levy over the past few years. The proposed 2021 levy tax rate is the lowest that is has been since 2017. If a property’s value didn’t increase, the actual tax per property would decrease. However, property tax values will most likely increase. He also presented the levy history and recommendations for the years 2015-2021.

In 2020, the township levied \$80,000 in the General Fund but will be spending approximately \$85,000, which lead to the proposed 2021 levy amount of \$85,000.

For the Fire Fund Levy, Gary explained that the fire fund expenditure for Big Lake is easily calculated, due to their funding formula. The Zimmerman fire fund expenditure estimate is a bit more complicated to predict. He noted that this year’s (2020) estimated fire expenditure was \$131,000 and the amount for this year is going to be under budget, due to only having 9 fire calls from the Zimmerman Fire Department. The board proposed an 11.5% increase for the fire fund levy for a total levy of \$145,000.

Gary presented the Road and Bridge budget amounts and noted that the road construction budget, including engineering, is \$553,000. The snow removal budget is \$100,000. Ditch mowing, tree trimming, sweeping, culvert, signs are among the additional road and bridge expenditures. The board increases the Road and Bridge approximately 3% each year allowing the township to build a reserve for future projects. This levy will be taking in more revenues than planned expenditures.

The net levy total of all funds will be increased \$44,000 (4.7%) from the 2020 levy.

Gary presented the Board’s recommendation, for the Levy 2021 as follows:

General Fund	\$ 85,000
Road and Bridge	\$ 745,000
Fire	\$ 145,000
Capital	0
TOTAL	\$ 975,000

Discussion and questions for the Treasurer

Don Stauffer had asked what the capital fund is for and what is done with excess moneys that are generated in the Road and Bridge fund.

Gary stated that any excess money in the Road and Bridge fund will stay in Road and Bridge. The 2019 Road and Bridge balance at the beginning of 2019 was \$710,000 and the ending 2019 balance was \$829,000. The 2020 Road and Bridge total revenues are estimated to be \$773,000 and the estimated expenditures are \$752,000. This will allow the township to continue to build up the Road and Bridge reserve. Gary noted that township’s goal is to maintain a 1x cushion balance in the General and Fire Funds. He noted that the Capital Fund was originally started for the possible need to build a fire hall or new town hall and that fund has a balance of \$195,000. In 2019, the board voted to transfer some excess funds from the General Fund to the Capital Fund. Gary noted that this fund balance could be

used for funding any additions to the existing town hall.

Treasurer Goldsmith presented the fund balances as of 12/31/20 to the audience.

Clerk Kimberly-Mass explained that if the township sets a levy and then has excess money in that fund, the money must stay in that fund unless the board takes unanimous action to move funds.

Anne Kostrzewski had questioned why the 2006 levy was so small. Gary noted that the board and electorate at that time felt the township had too much money in reserves and that the excess money should be spent down. The levy was then decreased considerably and those funds were spent down. Brenda Kimberly-Maas noted that in the two years after that, the township then had to make up for that cut and increased taxes.

Supervisor Hassett also noted that the township has a road management plan in place to better plan the Roads and Bridge funding

Treasurer Goldsmith explained that the board has now placed all money into interest earning accounts. The excess money from the Road and Bridge Fund is in three (3) CD's in the amount of \$200,000 each.

Business From the Floor

Moderator Adams called for further business from the Floor.

Zach Kurth asked if anybody knows who owns the closed gas station (Sand Dune Stop). No members had any knowledge of the owner.

Corrie Silverberg stated that there is a November election and that there are three township positions up for election – two supervisors and the clerk. He appealed to the audience the need to find candidates for these positions.

Clerk Kimberly-Mass introduced Chris Weber as her Deputy Clerk.

Approval of the 2021 proposed Tax Levy (MS 365.10)

Bob Stauffer had asked what actions might make the board need to change the levy. Gary stated that the only reason that the levy might need to change would be if any drastic actions are taken by the Zimmerman Fire Department.

Motion/Second: Brenda Kimberly-Maas/Bob Hassett moved to approve the 2021 Levy amounts presented and recommended by the Board of Supervisors. Electorate Vote: Unanimous decision to adopt the 2021 Levy in the amounts of \$975,000. Motion Prevailed.

General Fund	\$ 85,000
Road and Bridge	\$ 745,000
Fire	\$ 145,000
Capital	0
TOTAL	\$ 975,000

Set date, time and location for the 2021 Annual Meeting

Brenda Kimberly-Maas told the electorate that state statutes dictate the date for Township Annual Meetings as the second Tuesday of March. For 2021 that date is March 9, 2021.

Motion/Second Bob Stauffer/Corrie Silverberg to set the 2021 Annual Meeting be held Tuesday, March 9, 2021 at the Orrock Town Hall, beginning at 7:00PM

The Electorate unanimously approved that the 2021 Annual Meeting be held on Tuesday March 9, 2021 at the Orrock Town Hall, beginning at 7:00PM. Motion Prevailed.

Clerk Kimberly-Maas Announced that:

The Local Board of Appeal and Equalization Meeting is April 8th at 4PM at the Orrock Town Hall. Recycle Day is Saturday, May 16th – 8am-1pm.

Motion to Adjourn or Recess the Annual Meeting

Motion/Second by Gary Goldsmith/Paul Ellinger to Adjourn the 2020 Annual Meeting and certify the 2021 levy to the Sherburne County Auditor’s Office by September 30, 2020.

Electorate Vote: Unanimous decision Adjourn the 2020 Annual Meeting and certify the 2021 levy to the Sherburne County Auditor’s Office by September 30, 2020. Motion Prevailed.

Respectfully Submitted,
Chris Weber
Town of Orrock, Deputy Clerk

Drafted and Reviewed this 18th day of March 2020 by the Orrock Township Board of Supervisors.

Corrie Silverberg, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk

DRAFT