



MARCH ANNUAL MEETING &
RECONVENED ANNUAL MEETING –
TUESDAY MARCH 13, 2018 7:00PM &
WEDNESDAY SEPTEMBER 26, 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.

Karel Lind moved that the Board proceed with looking at feasibility perspectives of a new town hall 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 .

Reconvened Annual Meeting – Wednesday August 29, 2018 7:00PM

The Orrock Township Electorate, reconvened their Annual Meeting, on Wednesday September 26, 2018, at 7:00PM. The meeting was held at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were sixteen (16) residents, Mike Nielson – Town Engineer, Keith Jacobson & John Korzeniowski – MN DNR, Commander Steve Doran – Sherburne County Sheriff's Department, Greg Wersal – Mystic Ridge developer and Gary Meyer - local newspaper reporter and four non-resident observers.

Town Meeting moderator, Bryan Adams, called the meeting to order and attendees recited the pledge of allegiance to the United States of America.

Meeting Agenda Approval

Clerk Kimberly-Maas noted the supplement for item 3.b. was mislabeled. Moderator Adams called for a motion for approval of the Reconvened Annual Meeting agenda. Motion/Second to accept the presented Agenda by: George Wallin/Charlie Gotzian. All electorate present approved. Motion Passed and the meeting proceeded in accordance with the presented agenda.

Road Report

Mike Nielson addressed the electorate giving information from the updated pavement management report. He informed everyone that all town roads are inspected every 3-4 years and are rated to give the Board information for which they can use to budget the road and bridge fund for preventative maintenance and eventual rebuilding of roads. Budgets are varied by the type of the road – residential, collector or main. Inspection of the 45.5 miles of town roads was done this summer and the average OCI is 83.7, which is very good condition. There are 11.5 miles in excellent condition, ¾ mile in fair condition and the bulk of the roads are in good condition. No roads are in poor condition. There are 25miles of town roads which are still in need of overlays. The purpose of the road review is to make sure the Town is spending dollars at the right time to extend the lifespan of the roads from the normal 20 years to as many as 60 years. It also helps to project the future costs to maintain the roads, so the levy can be a gradual increase instead of a large increase when roads need major repairs. The forecast is to increase the road and bridge portion of the levy 5% the next 5-6 years, 7% years 7-10 and 8% after that. A copy of the report will be available for review by appointment with the clerk and will also be made available online.

The 2019 Road Budget is at \$690,000 which includes road improvements, maintenance, plowing and trimming. There is no need to change the 2019 budget as there are still 25 miles of town roads in need of overlay, routine maintenance, mowing, plowing and trimming are also included in that dollar amount.

DNR Easements on 233rd Ave, between 146th St NW and Livonia Town Line

Discussion was made about the DNR easements on the north side of 233rd Ave. NW between 146th St. NW and the Livonia Town line (33' wide approximately ½ mile long). This segment of 233rd Ave. lies in School Trust Land is the remaining easement which serves town residents but is not owned by the Town. The appraised value of the easement is \$9118.00. The purchase of this easement will cost the Town \$9,200.00, which will include the recording of the Deed. SPRA Grant funds awarded to the Town for other DNR road projects and easement purchase cannot be used to purchase these easements, because they are in school trust land. Residents who are served by this segment were present to voice their concerns if the segment was not purchased by the Town. They had been notified that if the Town doesn't purchase the easements, they would be responsible to purchase easements to access their homes. They may also be responsible to keep the road cleared and passable for themselves and emergency vehicles. Electorate board members informed the residents that this was an item of business to be discussed during the regular monthly meeting, which will follow the adjournment of the reconvened annual meeting. Resident Gary Goldsmith made the following motion, knowing it is not binding to the Board: The electorate strongly recommends the Board, as it considers this matter during regular session, that it opt to pay for the easement using township funds out of the Road and Bridge fund. Motion was seconded by George Wallin. Vote was taken. Unanimous Approval of the motion. Motion Prevailed.

Bryan asked John Korzeniowski the status of conveying the easements covered by the SPRA Grant award, to the Town. John stated that the DNR is ready to go on the other easements and were waiting to see if the Board will be purchasing the easement of 233rd Ave, in the School Trust Land. John stated he and Keith will stay for the regular meeting to see what the Board decides to do.

Updated Financial Report – 2019 levy recommendation

Deputy Treasurer, Gary Goldsmith addressed the electorate. He reported there were no significant changes to any of the projected needs of the Town in 2019 and he recommends the levy amounts set at the March meeting be approved and certified to the County Auditor.

Motion by Brenda Kimberly-Maas to set the 2019 tax levy as:

General Fund:	\$ 90,000
Road & Bridge Fund:	\$ 690,000
Fire Fund:	\$ 151,000
Capital Reserve:	\$ <u>0</u>
Total Levy	\$ 931,000

Motion Seconded by Carol Behrens. Electorate Vote: 16 Aye, 0 Nay. Motion Prevailed.

Adjournment

Motion/Second to adjourn the 2018 Reconvened Annual Meeting and certify the 2019 Levy to the County Auditor prior to September 30, 2018 by: Charlie Gotzian. Seconded by Carol Behrens. Unanimous Approval by the Electorate. Motion Prevailed
Moderator, Bryan Adams declared the 2018 Annual Meeting adjourned at 7:37PM, on Wednesday August 29, 2018.

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

Accepted this 12th day of March 2019, by the Electorate of Orrock Township.

Bryan Adams – 2018 Meeting Moderator

Attest: _____
Brenda Kimberly-Maas, Town Clerk