



ANNUAL MEETING
Tuesday, March 9, 2021 - 7:00PM

The Orrock Township Electorate met for their Annual Meeting, on Tuesday March 9, 2021. The meeting took place at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

The meeting was called to order by Clerk Chris Weber at 7:05PM and the Pledge of Allegiance was recited by the Electorate. Attending in person were: Bryan Adams, Janine Arnold, Paul Ellinger, Gregg Felber, Gary Goldsmith and Chris Weber. Attending via WebEx were: Lucas Masica, Anna Dierks and Bob Hassett. Roll call was taken by Clerk Weber. Also attending via WebEx was Mike Nielson, Township Engineer and attending in person was Katherine Cantlin, Patriot Newspaper.

Call for a Moderator

Clerk Weber 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. Chris asked if there was any opposition, none was made by the Electorate and a vote was taken.

Electorate vote: In favor: Adams, Arnold, Ellinger, Felber, Goldsmith, Weber, Masica, Dierks and Hassett.
Opposed: None. Abstained: None. Motion Prevailed.

Call for Motion to Approve 2021 Annual Meeting Agenda

Motion/Second to Approve 2021 Annual Meeting Agenda by Gary Goldsmith, Bob Hassett.

Electorate vote: In favor: Adams, Arnold, Ellinger, Felber, Goldsmith, Weber, Masica, Dierks and Hassett.
Opposed: None. Abstained: None. Motion Prevailed.

Call for Motion to Dispense With Reading of 2020 Annual Meeting Minutes

Motion/Second to dispense with the reading of the 2020 Annual Meeting Minutes by Gregg Felber /Gary Goldsmith.

Electorate vote: In favor: Adams, Arnold, Ellinger, Felber, Goldsmith, Weber, Masica, Dierks and Hassett.
Opposed: None. Abstained: None. Motion Prevailed.

Call for Motion to Approve 2020 Annual Meeting Minutes

Motion/Second to Approve 2020 Annual Meeting Minutes by Gregg Felber/Paul Ellinger.

Electorate vote: In favor: Adams, Arnold, Ellinger, Felber, Goldsmith, Weber, Masica, Dierks and Hassett.
Opposed: None. Abstained: None. Motion Prevailed.

Town Financial Report – Receipts Procedure

Treasurer Goldsmith stated that the full financial report is available at town hall for review and asked for a motion to waive the reading of all receipts and disbursements from 2020.

Motion/Second to waive reading all receipts and disbursements from 2020 by Gregg Felber/Janine Arnold.

Electorate vote: In favor: Adams, Arnold, Ellinger, Felber, Goldsmith, Weber, Masica, Dierks and

Hassett. Opposed: None. Abstained: None. Motion Prevailed.

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:
 - #527379 paid to the town by Progressive Builders – DW Permit and Escrow - \$3,250.00
 - #527404 paid to the town by Steve Mockenhaupt – DW Permit Escrow - \$3,250
 - #527414 paid to the town by Town of Big Lake – 229th Ave Reconstruction Share - \$3,370.13

All three were verified to be accurate.

- Disbursements verified:
 - #10944 paid to Connexus Energy – Electricity - \$177.08
 - Debit901620 paid to GoDaddy – Deputy Clerk Email – \$28.98
 - #10930 paid to WSB – Engineering Fees - \$7,065.25

All three were verified to be accurate.

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

2020 Town Hall Review

Clerk Chris Weber presented the audience with an overview of the past year's activities and information about the Town.

- i. **2020 Approximate population is 3,856**
 - 2020: 22 new homes permits were issued– 7 of which were issued Certificates of Occupancy
 - 2020 Valuation - Net Tax Capacity \$4.005M
 - 2020 Valuation - Taxable Market Value: \$398,983,116
- ii. **Shores of Eagle Lake**
 - JP Brooks – entered into a purchase agreement with Eagle Lake Development with plans to build homes on 86 lots
- iii. **Recycle Day 2020**
 - 80 Orrock Township Residents participated out of a total of 345
- iv. **Road Expenses 2020 R&B Levy was \$721,000 (44.84 maintained mileage)**
 - 2020 Road Improvements consisted of overlays in Backwoods Subdivision and Timberquest Subdivision and reclamation projects on 241st and 255th (Mystic Ridge). Total Cost: \$481,962 (not including engineering)
 - Snow and Ice control for the 2020 (Jan – Dec 2020): \$47,426

- v. **Annual Meeting Electorate (town residents) approved and certified the 2021 levy \$ 975,000**
 - The Road and Bridge fund is 76% of the levy
 - Fire Protection is 15%
 - General fund (day to day operations of the Town) is 9% of the levy
- vi. **CARES Grant**
 - Orrock Township received \$93,975 in CARES grant funds and funds were used or donated to the following:
 - Big Lake Food Shelf
 - CAER Food Shelf
 - Options, Inc.
 - Big Lake Fire Department – Extractor
 - Zimmerman Livonia Fire Department – PPE
 - Additional Election Costs Incurred due to COVID restrictions
 - Audio/Visual Equipment for running township meetings
- vii. **Township Board Elections**
 - Outgoing Supervisors – Eric Peterson and Corrie Silverberg
 - Outgoing Clerk – Brenda Kimberly-Maas
 - Newly Elected Supervisor – Gregg Felber
 - Newly Appointed Supervisor – Janine Arnold
 - Newly Elected Clerk – Chris Weber
- viii. **Elections**
 - Due to COVID the Orrock Township polling location was moved to the Sherburne County Snowmobile Trail Shed.
 - 1,499 in person ballots were cast at the November General Election, 810 absentee ballots were cast for a total of 2,309 ballots cast.
 - 2,434 voters were registered at 7am and 190 voters registered on site. Total registered voters 2,634.
 - 87% of registered voters voted. (57% of registered voters in-person, 30% absentee).
 - We had a great group of election judges

Board & Committee Reports

Zimmerman Fire Report: Paul Ellinger reported the following:

- i. Construction of new Z/L Fire Station and Events Building near completion. Plans are for an opening this spring with reservations to begin using the events center this summer.
- ii. Hired an Events Coordinator for the Events Center.
- iii. Orrock and the Z/L Fire Board have reached a tentative understanding on determining Orrock’s fire billing procedure for the 2022 year. The Orrock Township board will review the agreement as soon as the written version is completed and forward to the Township Board.
- iv. The Z/L Fire Board will have two (2) separate budgets for the new fire station: one for the Fire Department and the second budget for the Events Center. Orrock Township fire contract cost will only be determined on the Fire Department budget.
- v. The Orrock Township donation of Cares Act funds was used to purchase additional “Turn Out” gear.

Big Lake Fire Report: Chris Weber reported the following:

- I. Orrock Township donation of \$11,760 in CARES funds was used for the purchase of an extractor machine for cleaning of personal protective equipment for use by members of the Big Lake Fire department.
- II. The Fire Contract is based on a percentage of Orrock Township’s taxable market value.

Gregg Felber told the audience that the Big Lake Fire Department will be purchasing a brush truck that can fight fires in off-road situations.

Town Hall Building Update

Bryan Adams reported that the township had an inspection completed on the town hall building and that the building is in good shape overall. Bryan also stated that the Big Lake Fire Department was considering building a fire substation in conjunction with an Orrock Town Hall, however it would be cost prohibitive to move forward with the project. The board is continuing to look at options for the expansion of the town hall building and would like to double the size of the meeting area to better handle elections.

Road Report – Bryan Adams

Bryan Adams reported that the 2020 Road and Bridge budgeted levy receipt amount was \$721,000 and the actual amount received, including prior year ad volarem taxes, was \$718,390.33.

2020 Projects Overlay and Reclamation

The following projects were completed at a total cost of \$481,962.83 (excluding engineering fees):

- Backwoods Subdivision Overlay
- Timberquest Subdivision Overlay
- 241st Reclamation
- 255th Reclamation

2021 Projects Overlay

The following projects were bid for an estimated total cost of \$405,773.00 (excluding engineering fees):

- 189th Street NW from 253rd Avenue NW to 259th Avenue NW - Overlay
- 190th Street NW from Cul-De-Sac to 191st Street NW (Hidden Ponds) - Overlay
- 191st Street NW from 190th Street NW to 261st Avenue NW (Hidden Ponds) - Overlay
- 261st Avenue NW from Cul-De-Sac to County Road 5 – Overlay

Mike Nielson reported that a two-layer system will be used for the overlays with a 2 ¼" total overlay.

Swing-Away Mailboxes

Bryan Adams stated that the township is looking at the possibility of installing swing-away mailboxes when completing a road project. He stated that other government agencies are installing swing-away mailboxes when they complete a road project. Swing-away mailboxes would make it easier for the snow plowing contractor to navigate the roads when plowing snow. The cost to install each mailbox is approximately \$110. The board would propose that the cost of the mailboxes and installation be built into road projects. Bryan asked for input from the audience. Bob Hassett asked if custom mailboxes could be mounted on the swing-away post. Bryan stated that they can have the option to go with the swing-away mailbox or to keep their custom mailbox, however, if their custom mailbox gets damaged, the homeowner is still responsible for the replacement of the mailbox. Luke Masica stated that he believes it would be good idea to install swing-away mailboxes when doing an overlay project. He also stated that it would give uniformity to mailbox installation height. Bryan stated the mailboxes could be installed on road projects, including cul-de-sacs projects.

Presentation of the Proposed 2022 Tax Levy

Gary Goldsmith presented the property value and tax analysis report for the years 2011-2022. He noted that the township's goal is to keep the levy stable. He also presented the levy history and

recommendations for the years 2015-2022. The township’s taxable market value has been increasing at a rate of 7-10%. The township does not increase the levy by an amount equal to the taxable market value increase but is trying to keep the levy increase around 3.4%. He also noted that a levy increase of 3.4% would not mean that a property owner’s Orrock Township share of taxes will increase by 3.4% , because the net tax capacity of the township is increasing at a higher rate than the levy increase.

In 2021, the township levied \$85,000 in the General Fund, the proposed 2022 levy amount is \$88,000.

The board proposed a 3.4% increase for the Fire Fund levy for a total levy of \$150,000. The levy was \$145,000 in 2021.

The 2022 proposed Road and Bridge Levy amount is \$770,000, which is a 3.4% increase over the 2021 levy amount of \$745,000. The board increases the Road and Bridge approximately 3% each year allowing the township to build a reserve for future larger road projects.

The net levy total of all funds will be increased \$33,000 (3.4%) from the 2021 levy.

Gary presented the Board’s recommendation, for the Levy 2022 as follows:

General Fund	\$ 88,000
Road and Bridge	\$ 770,000
Fire	\$ 150,000
Capital	0
TOTAL	\$1,008,000

Discussion and questions for the Treasurer

There were no questions from the floor.

Business From the Floor

Bob Hassett asked how many road signs the township will be replacing in 2021. Chris Weber replied that 72 signs will be replaced.

Luke Masica asked if the board should be discussing or pursuing a town hall addition before building construction costs increase even more than they have over the past year. Bryan Adams noted that the township residents would need to approve the expenditure at the township annual meeting, because the township would need to borrow money to complete the project. However, the township can continue to research the project. Gary Goldsmith also stated that it is not an immediate need and the project is probably about 5 years out.

Bob Hassett asked about the user experience for those that are on WebEx. Luke and Anna stated that it was working well for them and that they could hear the meeting.

Approval of the 2022 proposed Tax Levy (MS 365.10)

Motion/Second to approve the 2022 Levy amounts presented and recommended by the Board of Supervisors by Gregg Felber/Bob Hassett.

Electorate vote: In favor: Adams, Arnold, Ellinger, Felber, Goldsmith, Weber, Masica, Dierks and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

General Fund	\$ 88,000
Road and Bridge	\$ 770,000
Fire	\$ 150,000
Capital	0
TOTAL	\$1,008,000

Set date, time and location for the 2022 Annual Meeting

Clerk Chris Weber told the electorate that state statutes dictate the date for Township Annual Meetings as the second Tuesday of March. For 2022 that date is March 8, 2022.

Motion/Second to set the 2022 Annual Meeting to be held Tuesday, March 8, 2022 at the Orrock Town Hall, beginning at 7:00PM by Paul Ellinger/Gregg Felber

Electorate vote: In favor: Adams, Arnold, Ellinger, Felber, Goldsmith, Weber, Masica, Dierks and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Clerk Weber Announced:

- Local Board of Appeal and Equalization – Wednesday, April 7th 4PM - Town Hall
- Annual Recycle Day - Saturday, May 15th 8am to 1pm – Town of Big Lake Maintenance Building - 20150 166th Street NW, Big Lake
- Regular Township Board Meetings – Fourth Wednesday of the Month 7PM - Town Hall
- Road Restrictions went into place on March 5, 2021 until further notice

Motion to Adjourn or Recess the Annual Meeting

Motion/Second to Adjourn the 2021 Annual Meeting and certify the 2022 levy to the Sherburne County Auditor’s Office by September 30, 2021 by Bob Hassett/ Gregg Felber.

Electorate vote: In favor: Adams, Arnold, Ellinger, Felber, Goldsmith, Weber, Masica, Dierks and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this **8th** day of March 2022 by the Electorate of Orrock Township.

Bryan Adams , 2022 Meeting Moderator

Attest: _____
Chris Weber, Town Clerk