

ANNUAL MEETING
Tuesday, March 12, 2024- 7:00PM

The Orrock Township Electorate met for their Annual Meeting, on Tuesday March 12, 2024. 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 7:00PM and the Pledge of Allegiance was recited by the Electorate. 23 residents were in attendance. Also, in attendance was the Patriot News.

Call for a Moderator

Clerk Weber called for nominations to elect the Annual Meeting Moderator. Gregg Felber nominated Anne Felber to moderate the annual meeting. Don Stauffer seconded the nomination. Anne Felber accepted the nomination. Chris asked if there was any opposition, none was made by the Electorate and a vote was taken.

Electorate vote: Voice vote approval to install Anne Felber as Moderator. Motion Prevailed.

Call for Motion to Approve 2024 Annual Meeting Agenda

Motion/Second to Approve 2024 Annual Meeting Agenda by Gregg Felber/Bob Hassett.

Electorate vote: Voice vote approval of the 2024 Annual Meeting Agenda. Motion Prevailed.

Call for Motion to Dispense With Reading of 2023 Annual Meeting Minutes

Motion/Second to dispense with the reading of the 2023 Annual Meeting Minutes by Don Stauffer /Gregg Felber.

Electorate vote: Voice vote approval to dispense with the reading of the 2023 Annual Meeting Minutes. Motion Prevailed.

Call for Motion to Approve 2023 Annual Meeting Minutes

Motion/Second to Approve 2023 Annual Meeting Minutes by: Gregg Felber/Bryan Adams.

Electorate vote: Voice vote approval of the 2023 Annual Meeting Minutes. Motion Prevailed.

Town Financial Report – Receipts Procedure

Treasurer Arnold 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 2023.

Motion/Second to waive reading all receipts and disbursements from 2023 by: Paul Ellinger/Bob Hassett.

Electorate vote: Voice vote approval to waive the reading of all receipts and disbursements from 2023. Motion Prevailed.

The 2023 financial report was provided for electorate review and was reviewed by Treasurer Arnold. A general overview of receipts and disbursements for each fund was presented to the electorate. The majority of the revenue received is from property taxes.

The town's financial transactions and bank statements were made available for review an hour prior to the commencement of the Annual Town Meeting and during the meeting. The Statement of Receipts, Disbursements and Balances (schedule 1 report) will remain posted on the bulletin board in the entry.

Treasurer Arnold explained the receipts procedure to the audience. She stated that all Sherburne County and state payments are directly deposited into the township's account. Arnold reported that cash receipts are first received and recorded by the clerk and then she 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 county and those items are then reconciled with the township's records. She also explained the disbursements and cash balancing procedure. Most disbursements arise as the result of a claim in the accounting system. A claims package and back-up information is presented to the board for approval at each monthly board meeting. All ACH claims are also presented in the claims package. The only disbursements that do not get processed through claims but are presented to the board are a couple of minor recurring debits. Claims are validated by the supervisor or board member that approved the service or purchase. Any change orders require board approval.

Treasurer Arnold presented an overview of the 2023 Statement of Receipts and Disbursements. She also explained that, in 2023, the board transferred \$200,000 from the road and bridge fund to the capital levy fund. Those funds will be transferred back into the road and bridge fund in 2024.

Board of Audit

Treasurer Arnold 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:
 - #362300 paid to the town by – Sherburne County - \$181,017.87
 - #897302 paid to the town by – Lakes State Recycling - \$17.00
 - #897314 paid to the town by– Modern Construction- \$3,250.00

All three were verified to be accurate.

- Disbursements verified:
 - #11652 paid to Plaisted Companies - \$4,017.36
 - #11667 paid to NetVPro – \$1,056.00
 - #11757 paid to WSB – \$1,225.75

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.

2022 External Audit

Schlenner Wenner & Co. performed the audit of Orrock Townships 2022 financial statements. The auditing firm had reported to the board that the audit went smoothly, they had a positive working relationship with management and nothing unusual was noted in terms of recorded transactions or accounting policies and treatments. Schlenner Wenner & Co. prepared the 2022 financial statements on behalf of the township. The firm also did a Minnesota legal compliance review of contracting and bidding,

depositories of public funds, conflicts of interest, claims and disbursements and miscellaneous provisions.

2023 Township Overview

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

- i. 2023 Estimated Population – 4,974 (based on 2.5 people per residence)
- ii. 2023: 25 new homes permits were issued – Total value \$6,644,000
- iii. 2024 Valuation - Net Tax Capacity \$6.348M (2023 \$5.856M)
- iv. 2024 Valuation - Taxable Market Value: \$622,291,320 (2023 \$574,823,957)
- v. Shores of Eagle Lake
 - Fourteen building permits were issued in 2023
- vi. Pine Crest Estates West
 - Plat recorded 8/26/2022
 - 23-lot development south of County Road 4
 - Three building permits were issued in 2023
- vii. Recycle Day 2023
 - 47 Orrock Township residents participated (19% of the 243 total participants)
- viii. Midco Expansion
 - In 2023, Midco received a broadband grant to complete the broadband expansion in Orrock Township. The grant project provided access to ten residences in Orrock Township. This project essentially completed high-speed internet coverage in Orrock Township.
- ix. Annual Meeting Electorate (town residents) approved and certified the 2024 levy \$1,120,000
 - One-time levy in the amount of \$200,000 to the capital fund (shifted levy from road and bridge fund)
 - Road and Bridge is 58% of the levy (normally 75% of the levy)
 - Fire Protection is 15%
 - General fund (day to day operations of the Town) is 11% of the levy
- x. Elections – Orrock Township will be electing two Town Board Members and a Town Clerk on November 5, 2024
 - Outgoing Supervisor – Bob Hassett
 - Outgoing Treasurer – Gary Goldsmith
 - Outgoing Clerk – Chris Weber
 - Filing dates for Township offices opens Tuesday, July 30, 2024 and ends at 5PM on Tuesday, August 13, 2024.

Board & Committee Reports

Big Lake Fire Department and Zimmerman Livonia Fire Report:

- 2023 Calls for Service – 48 total
- Big Lake Fire Department – 23 calls
- Zimmerman Livonia Fire District – 25 calls
- The Big Lake Fire Department has a part-time Chief Seth Hanson
- The Zimmerman Livonia Fire District has a full-time Chief Ryan Maloney
- The Big Lake Fire Department is recruiting members
- The Zimmerman Livonia Fire District is recruiting members
- The Big Lake Fire Department is conducting a Comprehensive Staffing Study to determine department needs
- The bridge on CSAH 4 over the St. Francis River will be closed for construction for two months beginning in July. The Zimmerman Fire Department will be working with the Big Lake Fire

Department for mutual aid for the properties on the west side of the bridge whose response times will be affected by the road detour

- Increasing population, equipment costs and personnel costs will result in increased operating budgets for both departments
- Both of Orrock Township fire service contracts are based on a percentage of the Orrock Township tax base so individual taxpayers should not see an increase in tax directly related to fire service as our population increases. Both contract rates are based on the percentage of each governmental entity's share of net tax capacity and fire calls and is then applied to the previously approved fire budget. The entities are charged their percentage of the total budget. (In 2024, Orrock's share is 12.01% of the ZLFD fire budget amount of \$495,378.00 and 11.66% of BLFD fire budget amount of \$495,240.00 and depreciation amount of \$210,114.00).

Town Hall Building Report

Bryan Adams reported that the electorate that, at the March 2023 township annual meeting, the township electorate (citizens) voted to authorize the town board to build a new town hall on the existing site and voted to approve a maximum project cost of \$823,000.00.

- The financing for the town hall project was from ARPA funds in the amount of \$411,229.06, existing Capital Funds in the amount of \$212,291.68 and a one-time 2024 levy shift from the Road and Bridge Fund to the Capital Fund in the amount of \$200,000.00. There are no tax increases due to the building project, as the electorate voted to shift, for one year, \$200,000.00 in levy funds from the Road and Bridge Fund to the Capital Fund, thereby not increasing the levy with respect to the town hall.
- The project was put out for bids in June and RAM General Contracting was awarded the contract as the lowest responsible bidder. Their bid was in the amount of \$630,380.00 which included asphalt paving and markings.
- The square footage of the old town hall was a total of 1,035 square feet of which 713 square feet was the assembly area. The new building is 2,334 square feet of which 1,406 square feet is the assembly area.
- The project budget as authorized by the electorate was \$823,000.00.
- The total costs to date (including building demolition, architect fees, furniture and fixtures) are \$743,530.01.
- Landscaping and any other optional items will be completed in the spring.
- The electorate recommended that the board install low maintenance, natural landscaping.

Road Report

Bob Hassett reported that the 2023 Road and Bridge budgeted levy revenue amount was \$800,000.00 and the actual amount received, including prior year ad valorem taxes, was \$799,808.10. The total 2023 road and bridge fund revenue amount was \$862,199.84 and total expenditures were \$575,058.61. He told the electorate that there will be an increased balance in the road and bridge fund to prepare for road reconstruction projects that will need to be completed in the next 10-15 years. Most of the township roads are in the middle of their life cycle.

2023 Total Road Expenditures \$575,058.61 (2023 Levy \$800,000.00)

- 2023 Road Improvements consisted of overlay projects with a total cost (including engineering) of \$337,135
- Snow and Ice control for 2023 (Jan – Dec 2023) \$129,162
- Pothole, Rut Filling and Patching for 2023 - \$7,495
- Tree Trimming for 2023 - \$32,146
- Signs - \$8,401
- Pavement Management Plan - \$19,035

- Total 2023 Expenditures - \$575,058 (building a fund balance for future road projects)

Pavement Management Plan Update

- In 2014, the Township initiated a Pavement Management Plan. The plan was updated in 2018 and again in 2023. All roads in the township were inventoried, inspected and evaluated. The report gives an overview of road conditions and aids in the road and bridge levy planning.
- A pavement management program is a systematic method of inspecting and rating the pavement condition for a network of roads. The system performs cost effective analysis of various maintenance and rehabilitation strategies, which assists decision makers in making the best decision on the use of available resources.
- Preventative maintenance includes maintaining the roads with little to no severe distresses to prolong the service life of existing pavements. Overlays, and mill and overlays involve enhancing the structural capacity of the roads with moderate distresses that do not extend through the full depth of the bituminous pavement. Reconstruction is rebuilding failing roads with high severity distresses.
- The Pavement Management Plan was updated in 2023 to accurately reflect the ratings of the roads to aid in planning the Road and Bridge levy and budget.
- Compared to 2018 when a similar report was issued, the 2023 report showed an average PCI in the Township has slightly increased from 81.6 to 83.3. This indicates the maintenance and rehabilitation projects implemented over the past several years have been enough to outpace the degradation of the system.
- An annual road improvement budget of approximately \$1,050,000 will be required over the next 20 years. This estimate includes a 3% inflation rate per year.
- The actual performance of the roads in the Township's system will depend on how cost-effective its maintenance is. There are several strategies that can be used to protect the roads in good condition and to stretch the impact of the Township's resources. To maximize the effectiveness of the available funding, it is recommended to prioritize preventative maintenance. While it seems counterintuitive to focus on roads in the best condition, their preventative maintenance is relatively cheap and retaining segments with high PCI values is necessary to avoid high maintenance costs in the future. In Orrock, this strategy is especially important because the Township has many roads in the condition where preventative maintenance is the recommend action. While roads will inevitably need more expensive repairs at some point, delaying those expenses and keeping roads in good condition is a best practice.

2023 Report of Overlay Projects – Total Cost \$297,071.93 (excluding engineering fees):

- 174th St NW from 229th Ave NW to 232nd Ave NW
- 232nd Ave NW from 174th St. NW to 169th St. NW
- 235th Ave NW from CR 15 to 162nd St. NW
- 163rd St NW from Cul-de-sac to 235th Ave NW
- 162nd St from 235th Ave NW to DNR Road
- 238th Ave NW from Cul-de-sac to 162nd St. NW

2024 Overlay and Paving Projects – Estimated Cost \$356,000.00 (excluding engineering fees)

The following roads are scheduled for overlays:

- 161ST St NW from Cul-de-sac to 255th Ave NW
- 162nd St NW from Cul-de-sac to 255th Ave NW
- 255th Ave NW from 164th St NW to Cul-de-sac
- 180th St NW from 164th St NW to Cul-de-sac

The board is always looking for any road grants that may be available and applicable to the township.

Presentation of the Proposed 2025 Tax Levy

Treasurer Arnold presented an Orrock Township Levy Analysis by fund for years 2015-2024 along with the proposed amounts for 2025. Treasurer Arnold then presented an Orrock Township Property Value and Tax Analysis for 2015-2025. The Board of Supervisors recommended a levy of \$1,125,000 - an overall levy increase of 0.4% from 2024.

In 2024, the electorate levied \$130,000 in the General Fund and the proposed 2025 levy amount is \$135,000.

The proposed 2025 Fire Fund levy is \$140,000 levy. The levy was \$140,000 in 2024. The proposed levy is based on the 2025 estimate fire coverage costs.

The 2025 proposed Road and Bridge levy amount is \$850,000.

The 2025 proposed Capital Fund levy amount is \$0.00.

Janine Arnold presented the Board’s recommendation, for the Levy 2025 as follows:

General Fund	\$ 135,000
Road and Bridge	\$ 850,000
Fire	\$ 140,000
Capital	\$0
TOTAL	\$1,125,000

Discussion and questions for the Treasurer

None

Business From the Floor

Karel Lind stated that at 251st on the west side of CR15, there is an old, buried stump that is creating a sinkhole. He recommended that the board have Darryl Waletzko patch that hole.

David Guse asked about the speed limits that are posted on CSAH75. Anne Felber replied that the road is a county road and that Commissioner Felber is aware of the issue.

The state legislature is reviewing the speed limits statute in this year’s session.

Karel Lind asked if the township would be conducting any speed studies. The township is not planning to conduct any speed studies at this time. The board is waiting for the result of any speed limit statute changes before deciding on the placement of speed limit signs.

Gregg Felber stated he believes the township should research the costs of installing a new septic system stating that the township does not want to have a failing septic system.

Candy Berg asked what types of groups may be using the facility. Clerk Weber stated that time will tell. No alcohol is allowed, so some groups will not choose to use the facility. There is currently one group that uses the facility monthly.

Gregg Felber requested that the township make the recordings of meetings available online.

David Guse stated that he appreciates the fact that Anne posts updates on Facebook. The township website is constantly being updated and, immediately after a board meeting, the approved minutes are posted on the website.

Approval of the 2025 proposed Tax Levy (MS 365.10)

Motion/Second to approve the 2025 Levy amounts presented and recommended by the Board of Supervisors by Gary Goldsmith/Bob Hassett.

Electorate vote: Voice vote approval to adopt the 2025 levy in the amount of \$1,125,000.00. Motion Prevalled.

General Fund	\$ 135,000
Road and Bridge	\$ 850,000
Fire	\$ 140,000
Capital	\$0
TOTAL	\$1,125,000

Set date, time and location for the 2025 Annual Meeting

State statutes dictate the date for Township Annual Meetings as the second Tuesday of March. For 2025 that date is March 11, 2025.

Motion/Second to set the 2025 Annual Meeting to be held Tuesday, March 11, 2025 at the Orrock Town Hall, beginning at 7:00PM by Gregg Felber/David Guse.

Electorate vote: Voice vote approval to set the 2025 Annual Meeting to be held on Tuesday, March 11, 2025 at the Orrock Town Hall, beginning at 7:00PM. Motion Prevailed.

Announcements:

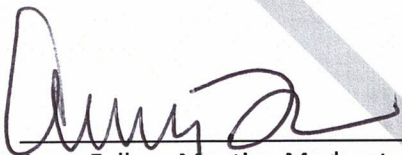
- Local Board of Appeal and Equalization – Wednesday, April 10th 4PM - Town Hall
- Annual Recycle Day - Saturday, May 18th 8am to 1pm – Town of Big Lake Maintenance Building - 20150 166th Street NW, Big Lake
- Regular Township Board Meetings – Fourth Wednesday of the Month 7PM - Town Hall
- Minnesota Housing Homeownership Workshop – Wednesday, March 13th – 5:30PM-6:30PM, Sherburne County Government Center Maple Room
- Sherburne National Wildlife Refuge Prescribed Burns will be conducted in April and May, or in the fall and winter, when safety conditions are right

Motion to Adjourn or Recess the Annual Meeting

Motion/Second to adjourn the 2024 Annual Meeting and certify the 2025 levy to the Sherburne County Auditor’s Office by September 30, 2024 by Gary Goldsmith/Gregg Felber.

Electorate vote: Voice vote approval to adjourn the 2024 Annual Meeting and certify the 2025 levy to the Sherburne County Auditor’s Office by September 30, 2024. Motion Passed, adjourning the 2024 Annual Meeting on Tuesday, March 12, 2024 at 8:12PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk



Anne Felber, Meeting Moderator

Attest: 


Chris Weber, Town Clerk

Dated: 3/27/2024 (minutes originally signed and filed with the clerk on 3/13/2024. Corrections were made to the minutes on 3/27/2024.)

Draft minutes presented to the Board on this 27th day of March 2024.



Bryan Adams, Chair

Attest: 

Chris Weber, Town Clerk

Attendees: Paul Ellinger, Anne Felber, Gregg Felber, Chris Weber, Bob Hassett, Bryan Adams, Luke Masica, Janine Arnold, David Guse, Gary Goldsmith, Jan Adams, Barbara Montany, Michael Montany, Karel Lind, Steve Mockenhaupt, Bob Hammar, Candy Berg, Don Stauffer, Louie Weber, Claire Beumer, Jeremy Swanson, Jim Lorch and Heather Lorch.

DRAFT