

TOWN OF ORROCK
REGULAR MONTHLY Meeting Wednesday
April 24, 2024 7:00PM

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF APRIL MEETING AGENDA

3. APPROVE CONSENT AGENDA

The Consent Agenda groups routine meeting discussion points and normal business decisions into a single agenda item. In so doing, the grouped items can be approved in one action, rather than through the filing of multiple motions. For both Consent and Regular Agenda items, the same legal, financial, and policy evaluations are conducted and reported to the Town Board. Any Board Supervisor can request an item be removed from the Consent Agenda and presented individually for consideration by the Town Board.

Review or approval of Treasurer's Reports:

- A. Routine claims – Approve
- B. Report of March Disbursements Not Paid Through the Claims Process - Information
- C. Payroll – April 2024 - Approve

4. SHERIFF'S REPORT

Sergeant Derek Barrett

5. OPEN FORUM

Business presented during open forum will be limited to 3 minutes per person. The Board reserves the right to defer any action on business presented, during open forum. State your full submitted in writing for future Board consideration. Once your time is up, any further interaction will be initiated by the Board.

6. APPROVAL OF MEETING MINUTES

- A. March Monthly Meeting
- B. April Local Board of Appeal and Equalization

7. REGULAR BUSINESS

- A. Handyman Services Contract Renewal – Discuss/Action
- B. ARPA Report – Information
- C. Recycle Day Volunteers – May 18th – 8AM-1PM – Discuss
- D. Town Hall Landscaping – Discuss/Action
- E. Town Hall Fencing – Discuss/Action

8. ROADS

- A. Sinkhole on 251st Ave NE (West of CR15) – Discuss/Action
- B. Beaver Issues – 183rd Street NW – Discuss/Action

Disclaimer: The agenda has been prepared to provide information regarding an upcoming meeting of the Orrock Town Board of Supervisors. This document does not claim to be complete and is subject to change.

This meeting is being recorded, for the sole purpose of aiding the township's Clerk with transcription of the official minutes.

TOWN OF ORROCK

REGULAR MONTHLY Meeting Wednesday

April 24, 2024 7:00PM

- C. Road Tour Report – Discuss/Action
- D. 2024 Drainage Study Proposal – Discuss/Action

9. BOARD BUSINESS/UPDATES – COMMITTEE REPORTS

- A. Adams
- B. Ellinger
- C. Felber
- D. Goldsmith
- E. Hassett

10. TREASURER BUSINESS

- A. Cash Control Statement and Investment Update - Approve
- B. Treasurer's Report - Approve
- C. Report of March Sherburne State Bank Securities Pledge Validation - Review
- D. CD Renewal – Discuss/Action

11. ANNOUNCEMENTS

- A. May Board Meeting – Wednesday, May 22nd @ 7PM
- B. Recycle Day – Saturday, May 18th – 8AM-1PM – Town of Big Lake Maintenance Building (3 volunteers are needed)
- C. Township Legal Seminar – June 13, 2024 – 9AM – 4PM – Albertville City Hall (Pre-registration required)

12. ADJOURNMENT

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AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber , Clerk	Meeting Date: 04/24/2024	Regular Agenda Item	Item No. 3 A-C
Item Description: Approve the Following Treasurer's Consent Agenda Items	Reviewed By: N/A		
	Reviewed By: Chris Weber/Janine Arnold		

ACTION REQUESTED

Motion to approve the Treasurer's Consent Agenda as listed and was emailed to the board

Review or approval of Treasurer's Reports:

- A. Routine claims – Approve
- B. Report of March Disbursements Not Paid Through the Claims Process - Information
- C. Payroll – March 2024 - Approve

BACKGROUND/DISCUSSION

None

INFORMATION

MARCH 2024 SHERIFF'S REPORT

4



Sherburne County Sheriff
13880 Business Center Dr
Elk River MN 55330
Ph: (763) 765-3500

CAD Summary Report - ORROCK TOWNSHIP MARCH 2024

Sherburne County Sheriff

	03/24	Total
90500 BURGLARY	1	1
91450 DWI	1	1
91600 DISTURBING THE PEACE	2	2
91650 HARASSMENT	3	3
9201 DAR/DAS/DAC	1	1
92650 LIQUOR VIOLATION	1	1
92700 TRESPASS	1	1
92750 FRAUD COMPLAINT	1	1
9302 ANIMAL LOST	1	1
9312 ANIMAL FOUND	3	3
9450 ACCIDENT-MV-PRP DM HR	1	1
9462 ACCIDENT-VEHICLE VS ANIMA	5	5
9561 CONSERVATION	2	2
9562 DOG COMPLAINT	2	2
9600 FIRE-OTHER	1	1
9609 ALARM-FIRE	1	1
9730 MEDICAL	12	12
9801 DOMESTIC	2	2
9802 PUBLIC ASSIST	5	5
9804 ALARM-SECURITY	15	15
9805 CIVIL COMPLAINT	2	2
9807 TRAFFIC STOP	96	96
9808 TRAFFIC COMPLAINT	6	6
9810 GARBAGE/LITTERING	1	1
9812 SUSPICIOUS VEHICLE	5	5
9817 SECURITY CHECK	17	17
9818 EXTRA PATROL	5	5
9823 CHECK THE WELFARE	1	1
9824 BURNING COMPLAINT	1	1
9826 ATV COMPLAINT	3	3
9827 SHOOTING COMPLAINT	4	4
9828 REPOSSESSION	1	1
9834 PARKING COMPLAINT	2	2
9850 PAPER SERVICE	6	6
9853 SUSPICIOUS ACTIVITY	1	1
9863 HAZARDOUS ROAD	1	1

MARCH 2023 SHERIFF'S REPORT



Sherburne County Sheriff
13880 Business Center Dr
Elk River MN 55330
Ph: (763) 765-3500

CAD Summary Report - ORROCK TOWNSHIP - MARCH 2023

Sherburne County Sheriff

	03/23	Total
9009 STOP ARM VIOLATION	1	1
90600 THEFT	1	1
91450 DWI	1	1
92700 TRESPASS	1	1
92750 FRAUD COMPLAINT	1	1
9302 ANIMAL LOST	1	1
9313 PROPERTY FOUND	1	1
9440 ACCIDENT-MV-PROPERTY DAM	3	3
9462 ACCIDENT-VEHICLE VS ANIMA	2	2
9560 ANIMAL COMPLAINT	1	1
9561 CONSERVATION	1	1
9611 GAS LEAK/SMELL	1	1
9730 MEDICAL	12	12
9740 MENTAL CASE	2	2
9801 DOMESTIC	1	1
9802 PUBLIC ASSIST	6	6
9803 AGENCY ASSIST	2	2
9804 ALARM-SECURITY	2	2
9805 CIVIL COMPLAINT	1	1
9807 TRAFFIC STOP	59	59
9808 TRAFFIC COMPLAINT	4	4
9812 SUSPICIOUS VEHICLE	2	2
9817 SECURITY CHECK	18	18
9818 EXTRA PATROL	2	2
9823 CHECK THE WELFARE	5	5
9850 PAPER SERVICE	2	2
9853 SUSPICIOUS ACTIVITY	2	2
9863 HAZARDOUS ROAD	1	1
9900 MISCELLANEOUS OFFICER	4	4
Vehicle Off Road	1	1
Total	141	141



Regular Meeting
Wednesday March 27, 2024 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday March 27, 2024 at 7PM at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Bryan Adams, Supervisors Paul Ellinger, Anne Felber, Gary Goldsmith, Bob Hassett, Treasurer Janine Arnold and Clerk Chris Weber. Also, in attendance were Sergeant Derek Barrett, six audience members and the Patriot News.

A quorum was present, the meeting was called to order by Chair Bryan Adams, at 7:00PM and the Pledge of Allegiance to the United States of America was recited.

Meeting Agenda Approval

Chair Adams asked to add item 7K Consent Agenda.

Motion/Second to accept the March meeting agenda as revised by: Goldsmith/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None.

Motion prevailed, and the meeting proceeded in accordance with the agenda as presented.

Approval of Consent Agenda

Treasurer's Consent Items

All treasurer's items were electronically sent to the Board for review and were available for public review during the meeting.

A. Routine Claims

The amount of March routine claims was \$37,786.40.

These claims will be retained as a part of the Official Minutes, which are available in the Clerk's Office.

B. Payroll Claims – March 2024

The March regular payroll claims were in the amount of \$2,636.82.

These payroll claims will be retained as a part of the Official Minutes, which are available in the Clerk's Office.

C. Payroll Claims – Election Judge

The March election judge payroll claims were in the amount of \$2,108.00.

These payroll claims will be retained as a part of the Official Minutes, which are available in the Clerk's Office.

D. Cash Control Statement

Ending cash balance after reconciling the books with the bank statements: \$ 1,558,990.90. This amount included 4M fund balance.

Financial Reports are retained as part of the Official Minutes, which are available in the Clerk's Office.

E. Investment Update

As of February 29, 2024, the Sherburne State Bank Checking was earning 1.09%, the Sherburne State Bank Debit Card Checking earned 1.08%, the money market account was earning 5.12%, the CD was earning 3.938%, and the 4M fund was earning 5.2263%.

F. Treasurer's Report

Town Funds balances as of February 29, 2024:

General Fund:	\$193,841.59	Road & Bridge:	\$ 1,016,385.65
Fire:	\$ 64,112.80	Capital Reserve:	\$ 84,701.22
ARPA Fund:	\$ 0.00	Driveway Escrows:	\$ 15,000.00
Pine Crest Estates Escrow	\$ 2,077.56	SOEL Escrow:	\$ 24,394.91

All remaining escrows are unchanged.

Financial Reports are retained as part of the Official Minutes, which are available in the Clerk's Office.

G. Report of February Sherburne State Bank Securities Pledge Validation

Treasurer Arnold transmitted to the board electronically the Report of February Sherburne State Bank Securities Pledge Validation to the board. The required pledge amount was \$1,045,957.98 The securities pledge amount was \$1,614,238.26 which was \$568,280.08 over the required pledge amount.

This report will be retained as part of the Official Minutes, which are available in the Clerk's Office.

Motion/Second to approve the Consent Agenda Items listed above and as presented to the board by: Goldsmith/Felber. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None.

Regular Meeting Agenda

Sheriff's Report

Sergeant Derek Barrett reported that there were 75 traffic stops in Orrock Township in February of 2024, compared to 61 traffic stops in February of 2023. There were vehicles broken into at the Ann Lake day use and the trail head parking lots. Ditches are closed to Class 1 ATV's from April 1-August 1.

Open Forum

Cindy Krause-Rosnow - 14610 247th Ave NW, Zimmerman MN– asked if there is a dog ordinance in Orrock Township. Orrock Township has a dog ordinance and a copy was provided to Ms. Rosnow. The clerk will re-send the ordinance to the county.

Brad Rosnow – 14610 247th Ave NW, Zimmerman, MN asked if there was an ordinance regarding the training of dogs. Mr. Rosnow was told to reach out to the county as that would be a county ordinance.

Approval of Meeting Minutes

Motion/Second to approve the February Regular and Board of Audit Meeting Minutes by: Ellinger/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Regular Business

Presentation of Draft Annual Meeting Minutes

Clerk Weber presented the March 12, 2024 Draft Annual Meeting Minutes for board review.

Zach and Crysta Kurth - Application for Interim Use Permit for Home Business in Accessory Building – Salon

Zach and Crysta Kurth are applying for an Interim Use Permit to operate a Home Business in an Accessory Building at 17454 253rd Avenue NW in Orrock Township. They are proposing to operate a salon inside the accessory building. They received permission from the DNR to use the road.

The board recommended approval of the Interim Use Permit provided all county requirements are met. Clerk Weber will send the comments to the county.

Sherburne County Draft Floodplain Ordinance

The Sherburne County Planning and Zoning Department is starting the process of updating the County Zoning Ordinance in light of the completion of the Comprehensive Land Use Plan. Sherburne County is starting this process by updating state mandated ordinances, like Shoreland, Floodplain and Subsurface Sewage Treatment System (SSTS). The Planning and Zoning Department administers the floodplain ordinance for the townships excluding Baldwin and Becker.

The current floodplain ordinance came into effect in 1981, and since its adoption it has only had a handful of amendments over the past 43 years. In 2022, the MN DNR made significant updates to the State's model floodplain ordinance and are encouraging local units of government to adopt the most recent version.

The board agrees with the proposed ordinance and respects the county's approach.

Sherburne County Draft Shoreland Overlay District Ordinance

The Sherburne County Planning and Zoning Department is starting the process of updating the County Zoning Ordinance in light of the completion of the Comprehensive Land Use Plan. The county is starting this process by updating state mandated ordinances, like Shoreland, Floodplain and Subsurface Sewage Treatment System (SSTS).

The Sherburne County Shoreland Ordinance came into effect in 1971. The county administers the shoreland ordinance for all the townships excluding Baldwin Township. Although there have been amendments to the shoreland ordinance over the years, this will be a complete rewrite to better align with the State's model ordinance.

The board agrees with the proposed ordinance and respects the county's approach.

2023 August through December 2023 Year-End Zoning Violations Report

Clerk Weber presented the Sherburne County End-of-Year Violation Report for Orrock Township to the board.

Elections Recap

Clerk Weber reported that 345 people voted in person at the PNP primary election. The election judges and many voters has positive remarks regarding the town hall. The election went smoothly and voters and elections judges appreciated the extra space, which will be much needed in November. Clerk Weber stated that she has a great group of election judges and thanked them for their service.

Weber reported that she will be completing the PNP Reimbursement paperwork.

Purchase of Table for Additional Voting Booth Setup

The township has 12 voting booths and 8 tabletop voting booths available for elections. Clerk Weber would like to be able to set up as many voting booths as possible for the November election to keep the flow moving throughout the day. Weber requested that the board approve the purchase of 4 adjustable height folding tables so that the tabletop voting booths can be used.

Motion/Second authorize the clerk to purchase 4 adjustable height tables at cost not to exceed \$1,000.00 by: Goldsmith/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Town Hall Septic Permit Application Report

In November 2021, Custom Septic perform a compliance inspection on the town hall septic. The report showed that the tank had a crack. A new 1,250-gallon septic tank was installed. There are two 60-foot Type I trenches serving as the drain field. The system is designed to handle 260 gallons per day. Supervisor Goldsmith stated that he reviewed the materials and a standard toilet uses approximately one gallon per flush and that he did not see any need for any action on this item. Chair Adams agreed due to the amount of usage and stated that the bigger concern is whether or not the septic is used enough to keep the bacteria alive in the septic tank. Supervisor Felber asked that the updating of the septic

be considered prior to completing the landscaping as she is hoping that the town hall is used by residents. Supervisor Goldsmith stated that the board is considering native landscaping that adding onto the septic at this point would be premature.

Town Hall Landscaping

At the March town annual meeting, the electorate recommended that the board install low maintenance, natural landscaping. Supervisor Goldsmith requested to have Darryl Waletzko provide a quote for installing rock around the perimeter of the building. Goldsmith stated that he would prefer to have non-irrigated no-mow type grass. The clerk will reach out to Prairie Restorations for landscaping ideas. The clerk will contact Darryl Waletzko to have him provide a quote for purchasing and installing fence panels on the northwest side of the building that faces the road to conceal outside utilities.

Posting of Meeting Videos Online

Supervisor Felber stated that posting of meeting videos online was brought up the annual meeting and that this is the number one question that she gets when she sees people in public and believes that the board should provide the capability to view the meeting videos online. Felber stated that is it not about the video, it is about the audio so that people can hear the context of the meeting. Supervisor Ellinger stated that when this was brought up before, he watched videos from other cities and he has a concern with the quality of the video and audio that would be shown. Those that show the videos on their websites have multiple cameras set up and a podium for the open forum items. Supervisor Felber stated that something is better than nothing and that perfection is not required. Supervisor Goldsmith stated that he is not prepared to vote in favor of posting videos at this point and encouraged Supervisor Felber to ask people to contact the clerk with their concerns so that the concerns can be documented. However, Goldsmith stated that he is not necessarily ruling out the possibility of posting the videos online. Supervisor Felber stated that residents should be allowed to address their concerns with her.

Motion to have videos available for the citizens for transparency and to provide them with information that they deserve by: Felber. Motion failed for lack of second.

Consent Agenda

Chair Adams stated that he is not comfortable with the treasurer's report and the cash control statement being included in the consent agenda and would like to have those items moved back to the regular agenda so that the public can view those items at the meeting. Supervisor Goldsmith stated that when he was the treasurer, he provided a quick overview and did not read the detailed numbers. Supervisors Goldsmith also stated that any member can remove an item from the consent agenda for further discussion. Supervisor Felber stated the board should considering publishing the treasurer's consent agenda items with the published meeting package and leave those items in the consent agenda. Supervisor Ellinger stated that he believes that the people that attend the meeting are entitled to see the information on the screen at the meeting and that it is important to show the treasurer's report, cash control statement and the securities pledge validation at the meeting under treasurer's business as those items warrant more presentation time at the meeting.

Motion/Second to move the cash control statement, treasurer's report and securities pledge items to treasurer's business by Adams/Ellinger. In favor: Adams, Ellinger, and Hassett. Opposed: Felber, Goldsmith. Abstained: None. Motion Prevailed.

Roads

Sinkhole on 251st Avenue NE– Discuss/Action

In August of 2023, Bryan Adams had inspected the area on 251st and reported to the board that had he had reviewed the site and did not see that area was an issue that warranted repair. On March 15, 2024, Supervisor Hassett reviewed the site with Darryl. There is a significant crack forming at that site. The recommendation is to have Darryl Waletzko do exploratory work on the sinkhole. Supervisor Goldsmith recommended that there be a cap on the exploratory work in the amount \$1,000.00.

Motion/Second to authorize Darryl Waletzko to perform exploratory work on the sinkhole at a maximum cost of \$1,000.00 by: Hassett/Adams. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Road Tour

The board scheduled the Spring Road Tour for Wednesday, April 17th at 9AM. Attendees will meet at town hall at 9AM.

Supervisor Updates / Committee Reports

Supervisor Adams – None

Supervisor Ellinger – None

Supervisor Felber – Attended Big Lake Chamber of Commerce event. Attended a Treaty Day Celebration at the Mille Lacs Band of Ojibwe. As an elected official the citizens have a right to go to her about any concerns that they have.

Supervisor Goldsmith – None

Supervisor Hassett – asked about the conflicts that are going on at MAT (Minnesota Association of Townships).

Treasurer's Business

Treasurer Arnold told the board that the CD maturity date is May 21, 2024. The board directed Treasurer Arnold to pursue CD options for presentation at the April meeting.

Treasurer Arnold asked the board to authorize the transfer of \$1,500.00 from the money market to the debit card and \$50,000.00 from the money market account to the checking account.

Motion/Second to authorize the transfer of \$1,500.00 from the money market account to the debit card account and \$50,000.00 from the money market account to the checking account by: Ellinger/Goldsmith. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Clerk Weber reported that the audit is in process and the field audit is scheduled for May 15th. The ARPA report will be completed in April.

Announcements

Clerk Weber Announced:

- April Board Meeting – Wednesday, April 24th @ 7PM
- Local Board of Appeal and Equalization Meeting – Wednesday, April 10th @ 4PM
- SCAT Meeting – Wednesday, April 17th @ 7PM (Dinner @6PM), Sherburne History Center
- Recycle Day – Saturday, May 18th – 8AM-1PM – Town of Big Lake Maintenance Building (3 volunteers are needed) Supervisors Ellinger and Goldsmith and Clerk Weber volunteered their service.
- Township Legal Seminar – June 13, 2024 – 9AM – 4PM – Albertville City Hall (Pre-registration required)

Adjournment

Motion/Second to adjourn the regular meeting by: Felber/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Absent: None. Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday March 27, 2024 at 8:06PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 24th day of April 2024 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk

DRAFT



Board of Appeal and Equalization Meeting
Wednesday April 10, 2024 4:00 PM

The Orrock Township Board of Appeal and Equalization met on Wednesday April 10, 2024 at 4:00pm, at the Orrock Town Hall, 26401 -180thSt. NW, Big Lake, Minnesota with Chair Bryan Adams, Supervisors Paul Ellinger, Anne Felber, Bob Hassett and Clerk Chris Weber present. Attending from the Sherburne County Assessor's Office were Assessor Michelle Moen and Appraiser Mark Wingert. There was one audience member present. Bryan Adams and Anne Felber held current Board of Appeal and Equalization Certificates.

A quorum was present and the meeting was called to order by Chair Adams, at 4:00PM with the reciting of the Pledge of Allegiance.

A brief description of the market valuation changes and information about the valuations of township properties was given by Michelle Moen. The Minnesota Department of Revenue requires the Assessor to maintain a median ratio between 90-105% of estimated market value (EMV) to the sale price of property. Sales from 10/01/2022–09/30/2023 were used to determine the EMV for the 2024 assessment. State statute states that values after final adjustments need to be within 90% and 105% of what was sold in the year.

Residential and Seasonal Values: The sales ratio study of residential and seasonal off-water improved properties in Orrock Township indicated a median sales ratio of 96.1% with an adjusted ratio of 96.4%, using 40 arms-length township sales with a median sales price of \$420,400. Residential and Seasonal value adjustments increased overall market value by approximately 0%. Lakeshore value adjustments increased 0%. Any increase in value was done during reassessment and properties with new improvements.

Rural Vacant Land: County-wide there was 1 sale.

Commercial and Industrial Values: County-wide there were 13 sales – with no industrial sales. The commercial median ratio started as 86.06% and the final adjusted ratio was 95.9%.

Agricultural Estimated Market Value: There was one good sale of parcels over 34.5 acres used in the study with a median sales ratio of 68.4%. Due to lack of sales, no adjustments were made to the estimated market values of agricultural land for the 2024 assessment. The green acres values received an increase over the 2023 valuation. The Department of Revenue had issue issued a memo which indicated that the average per acre for tillable land was to be \$4,400 (up \$500 from 2023) and the average for non-tillable was to be \$2,900 (up \$400 per acre from 2023) and the township values were raised accordingly.

Moen reported that they did not make any changes to land or buildings as a whole. All changes were due to reassessment/new construction or specific properties that the appraiser deemed necessary. They did update some land but that was due to reassessment changes. Overall, the townships and cities did not see mass changes this year due to the market.

Orrock Township 2024 Taxable New Construction: \$10,856,500

Local Board of Appeal and Equalization Meeting – Wednesday April 10, 2024 – 4:00PM

Orrock Township 2024 Total Township Estimated Market Value: \$646,839,600

Orrock Township Permits: In 2023, there were 25 permits for single-family homes and 434 permits for other improvements for residential, commercial and industrial properties, for a total of 469 permits. This is compared to 2022 where there were 27 permits for new homes and 1,127 additional permits. The reason for the difference in other improvements permits was the hailstorms that affected the township in May 2022. In 2023, the median sales price in Orrock Township was \$420,400 and the median market value was \$414,400.

2024 Re-Assessment: A total of 414 residential properties, 41 commercial/industrial/exempt properties and 0 agricultural properties were appraised for the 2024 Assessment Adjustments.

The following changes were made for **Assessment Year 2024.**

Vacant Land Adjustments +0%

Residential Home Adjustments +0%

Lakeshore Adjustments +0%

After all the changes were made the **adjusted sales ratio (market value/sales price)** is 92.4%.

The full report will be retained as a part of the Official Minutes, which are available in the Clerk's Office.

Assessor Recommended Valuation Changes:

There were no recommended valuation changes.

The following residents had questions at the meeting:

Randy Hanson, PID 35-0014-2400 - 15747 260th Ave NW, Big Lake, MN 55309

Mr. Hanson stated his property value increased considerably from the 2023 valuation to the 2024 valuation and asked if anything could be done to reduce the value. The 2023 valuation amount was \$281,300 for the land and the 2024 valuation amount is \$450,000. There was an increase in value of \$80,400 for the new building (which is in progress) and the remainder of the increase was due to site improvements (well, septic and other site improvements). The land is now valued at \$88,300 resulting in an increase in assessed valuation in the amount of \$168,700. The valuation is based on what was on the property on January 2, 2024. Chair Adams stated that he believes that the valuation is reasonable. Supervisor Felber stated that she feels the site upgrades valuation seems high. Assessor Moen explained that those site valuation costs are based on what those improvements cost and what a one-acre improved site would sell for in Orrock Township. The consensus of the board was that the valuation is a fair value and no action was taken.

Adjournment:

Motion/Second to adjourn the Board of Appeal and Equalization meeting by: Ellinger/Hassett. In Favor: Adams, Ellinger, Felber and Hassett Opposed: None. Abstained: None. Motion passed, adjourning the Annual Board of Appeal and Equalization Meeting, on Wednesday, April 10, 2024 at 4:44PM.

Respectfully Submitted,
Chris Weber
Orrock Township Clerk

Accepted this **24th day of April, 2024**, by the Orrock Township Board of Supervisors.

Chairperson

Attest: _____
Town Clerk

DRAFT



AGENDA ITEM

Orrock Town Board

Prepared By: <i>Chris Weber , Clerk</i>	Meeting Date: <i>04/24/2024</i>	Regular Agenda Item	Item No. 7A
Item Description: <i>Handyman Services Contract and Amendment - Renew</i>	Reviewed By: N/A		
	Reviewed By: Chris Weber		

ACTION REQUESTED

Motion/Second to renew the 2020 Handyman Contract and Amendment for one year.

BACKGROUND/DISCUSSION

The handyman services contract dated April 15, 2020 with Darryl Waletzko is up for a one-year renewal. The contract had an option to extend up to 5 years – this is the 5th year of the contract. The contract will go out for quotes in 2025. The contract was amended in 2021 increasing the hourly rate to \$65.00 per hour. Darryl is not requesting any increase in hourly rate.

ATTACHMENTS

Handyman Services Contract and Amendment

**ORROCK TOWNSHIP
SHERBURNE COUNTY
STATE OF MINNESOTA**

CONTRACT FOR HANDYMAN SERVICES

This agreement is made and entered into this 15th day of April 2020, between **Orrock Township**, Sherburne County, Minnesota, a public corporation, hereinafter referred to as “Town”, and **Darryl Waletzko, LLC**, located at 14536 247th Ave. NW, Big Lake, MN 55309, hereinafter referred to as “Contractor.”

To assist the parties in the day-to-day performance of this Agreement, to ensure compliance, and to maintain open lines of communication, a liaison shall be designated by the Contractor and the Town. Either party can change the designated liaison by sending a written notice of the change to the other party. The Town shall designate its liaison by Board motion and said liaison shall only have those powers expressly conferred in the motion which is incorporated herein by reference.

Contractor Liaison

Darryl Waletzko
14536 247th Ave. NW
Big Lake, MN 55309
(612) 751-6131

Town Liaison

Town Board Chairperson
26401 – 180th Street NW
Big Lake, MN 55309
(763) 263-6411

In consideration of the mutual promises and agreements hereinafter set forth, and intending to be legally bound, the parties do hereby agree as follows:

1. **Service(s) Provided.** Contractor agrees to perform various handy-man, maintenance services for the Town, at the rate of \$45/hour + materials cost. Contractor shall not perform any work under this Agreement unless specifically and expressly directed to do so by the Town Liaison or his assigns. The Parties acknowledge that said payment to Contractor includes any applicable sales tax for services performed; and

Contractor shall respond to the assigned work within two (2) days. In the case of downed trees or brush due to storm, contractor shall response as soon as practical

Contractor shall follow all Federal, State and local regulations including strobes on vehicles and high visibility reflective safety vests, jackets or shirts.

2. **Performance and Specifications.** Contractor shall perform all services directly or indirectly required under this Agreement in a good and workmanlike manner consistent with industry standards and according to the specifications and performance standards established by Town, if any. Contractor warrants that it has the necessary equipment to provide the services required by this Agreement. All materials used or supplied under this Agreement shall be of first quality and meet the specifications established by Town, if any. Town has the right to inspect and may reject any services provided by Contractor under this Agreement that, in the Town’s determination, were not completed in a good workmanlike manner or that otherwise failed to satisfy the established specifications or performance standards.

3. **Term.** The service(s) called for by this Agreement shall commence on April 15, 2020 and shall end on April 14, 2021 with an option to extend annually to a term of (5) years.
4. **Insurance.** Contractor shall maintain during the entire term of this Agreement the following insurance coverage and provide Town a certificate of insurance showing such coverage before providing any services under this Agreement: (1) Commercial general liability insurance coverage with a policy limit of at least \$1,000,000 per occurrence; (2) Business automobile liability coverage with liability limits of at least \$1,000,000; and (3) Workers' compensation insurance. If Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance, Contractor may provide a written statement of exemption specifying the particular provision of Minn. Stat. §176.041 that exempts Contractor from having to carry such coverage.
5. **Indemnification, Hold Harmless, and Duty to Defend.** Any and all claims that arise or may arise against Contractor, its agents, servants, or employees as a consequence of any act or omission on the part of the contractor or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of the Town. Contractor shall indemnify, hold harmless, and defend the Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the Town, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of Contractor, its agents, servants or employee, in the execution, performance, or failure to adequately perform Contractor's obligations pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by the Town of any statutory limits or immunities from liability.
6. **Warranty.** Contractor warrants all work performed under this Agreement and accepted by Town.
7. **Independent Contractor.** Contractor acknowledges and agrees that it is an independent contractor and that nothing herein shall be construed to create the relationship of employer and employee between Town and Contractor. No employee related withholdings or deductions shall be made from payments due Contractor. Contractor shall not be entitled to receive any benefits from Town and shall not be eligible for workers' compensation or unemployment benefits. Contractor shall at all times be free to exercise initiative, judgment, and discretion in how best to perform or provide the services identified herein.
8. **Payment.** After Contractor has performed services, they may make a claim for payment pursuant to the terms of this Agreement. No claim for payment by Contractor shall be paid unless it is detailed and otherwise in compliance with the claim requirements of Minn. Stat. §§ 471.38; 471.391; and any other applicable law. Before paying a claim that involved the use of materials or labor supplied by someone other than the Contractor, the Town may require Contractor to supply proof of payment for such materials or labor. Claims for payment will be audited, reviewed and processed for payment by the Orrock Town Board during the next regularly scheduled monthly town meeting after a claim is submitted.

9. **Default.** The occurrence of any of the following shall constitute default by Contractor: (1) failure to adequately perform or deliver the required services; (2) failure to follow the specifications or standards established by this Agreement; (3) failure to perform or complete the services in a timely fashion as established by the Town; (4) failure to provide the required insurance documents acceptable to Town before starting any work; (5) bankruptcy; (6) making a material misrepresentation; (7) persistently disregard laws, ordinances, rules, regulations or orders of any public authority having jurisdiction; (8) failure to make satisfactory progress towards completion of this Agreement; or (9) failure to perform any other material provision of this Agreement. Upon default of this Agreement by Contractor, Town may withhold any payment due Contractor for purposes of set-off until such time as the exact amount of damages due is determined. Such withholding shall not constitute default or failure to perform on the part of Town. Further, if the Contractor is in default of the Agreement, the Town may terminate the contract upon ten (10) day's written notice. Failure to terminate or act against any breach of this contract shall not be deemed a waiver or acceptance of such breach by the Town.
10. **Remedies.** Default or breach of this Agreement by Contractor shall entitle Town to seek remedies under law and as provided by this Agreement. In the event this Agreement is terminated by reason of default by Contractor, Town may recover from contractor the necessary costs of termination, including but not limited to, administrative, and legal costs. Except when caused by uncontrollable circumstances, if Contractor fails to meet any performance deadlines established by this Agreement, or fails to perform in accordance with the specification, terms, and conditions of this Agreement, Town shall have the right to purchase the services and materials from other sources on the open market or to purchase those items necessary to continue functioning until delivery from Contractor is complete. Town may deduct as damages from any money due or coming due to Contractor the differences between Contractor's price and the higher price or the costs of temporary items. Town may require Contractor, at Contractor's sole expense, to re-perform any items of work provided for in this Agreement that do not meet the established specifications, standards, or Town directives.
- Any remedies available to Town are cumulative and not exclusive. The seeking or exercising by Town of a remedy does not waive its right to seek or exercise any other remedy available to it at law, in equity, by statute, or under this Agreement.
11. **Modifications.** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by Town and Contractor.
12. **Legal Compliance.** Contractor shall abide by all federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which Contractor is responsible. Contractor shall procure, at Contractor's expense, all permits, licenses, or other rights required for the provision of the services contemplated by this Agreement.
13. **Subcontracting and Assignment.** Contractor shall not delegate or enter into any subcontract for performance of any services contemplated under this Agreement nor assign any interest in the Agreement without the prior written approval of the Town and subject to such conditions and provisions as Town may deem necessary or desirable in its sole discretion. If Town permits the use of subcontractors, no subcontractor may perform any work under this Agreement without first providing Town certificates of insurance showing all of the coverage required in section 4 of this Agreement. Contractor shall be responsible for the performance of all subcontractors. Contractor shall pay the subcontractors for undisputed services provided by them within 10 days of receiving payment from the Town.

14. **Minnesota Law Governs.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
15. **Severability.** The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first written above.

Orrock Township

Darryl Waletzko, LLC.

Corrie Silverberg, Chairman

Darryl Waletzko, Owner

Brenda Kimberly-Maas, Town Clerk

**Amendment to Contract for Handyman Services and Between Orrock Township and
Darryl Waletzko, LLC**

This amendment is made on this 28th day of April, 2021, to that certain contract for Handyman Services entered into on April 15, 2020, by and between Orrock Township, Sherburne County, Minnesota, a public corporation and Darryl Waletzko, LLC, the "Contract".

In consideration of the mutual promises and agreements set forth herein, and intending to be legally bound, the parties do hereby agree as follows:

1. **Contract amendment.** The Handyman Services contract described above is amended to incorporate the provisions in this document.
2. **Services Provided.** The scope of clause 2 of the Contract, the rate is amended to read as follows:

Contractor agrees to perform various handy-man, maintenance services for the Town, at the rate of \$65/hour + materials cost.

Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

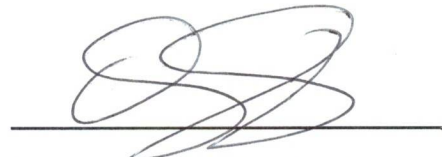
IN WITNESS WHEREOF, the parties have executed this Agreement on April 28, 2021.

Orrock Township

Darryl Waletzko, LLC



Bryan Adams, Chair



Darryl Waletzko, President

Attest:



Chris Weber, Clerk



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber , Clerk	Meeting Date: 04/24/2024	Regular Agenda Item	Item No. 7B
Item Description: ARPA Report	Reviewed By: N/A		
	Reviewed By: Chris Weber		

ACTION REQUESTED

No motion needed. This is for informational purposes.

BACKGROUND/DISCUSSION

Treasurer Arnold and Clerk Weber have completed the Annual March 2024 SLFRF Compliance Report. The report stated cumulative ARPA funds expenditures in the amount of \$411,229.06 with an explanation that Revenue Replacement funds are allocated to general governmental services provided by the township, including but not limited to rebuilding the town hall. The project is closed out.

ATTACHMENTS

2024 SLFRF Compliance Report

SLFRF Compliance Report - MN2253 - P&E Report - 2024

Report Period : Annual March 2024

Recipient Profile

Recipient Information

Recipient UEI	MX9WCMM7A3J8
Recipient TIN	411418635
Recipient Legal Entity Name	Orrock Township, MN
Recipient Type	Metro City or County
FAIN	
CFDA No./Assistance Listing	
Recipient Address	26401 180th ST NW
Recipient Address 2	
Recipient Address 3	
Recipient City	Big Lake
Recipient State/Territory	MN
Recipient Zip5	55309
Recipient Zip+4	
Recipient Reporting Tier	Tier 5. Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding
Base Year Fiscal Year End Date	3/31/2024
Discrepancies Explanation	
Is the Recipient Registered in SAM.Gov?	Yes

Project Overview

Project Name: Revenue Replacement

Project Identification Number	2022-001
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Total Cumulative Obligations	\$411,229.06
Total Cumulative Expenditures	\$411,229.06
Current Period Obligations	\$362,504.88
Current Period Expenditures	\$362,504.88
Project Description	General Governmental Expenses and Town Hall Rebuild

Report

Revenue Replacement

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?	Yes
Revenue Loss Due to Covid-19 Public Health Emergency	\$411,229.06
Were Fiscal Recovery Funds used to make a deposit into a pension fund?	No
Please provide an explanation of how revenue replacement funds were allocated to government services	Revenue Replacement funds are allocated to general governmental services provided by our township, included but not limit to rebuilding the town hall building, maintenance and repairs of the town hall building, temporary replacement facility rental and to pandemic related expenses that provide for the mitigation and mediation of the negative impacts of the current and any potential future pandemic.

Overview

Total Obligations	\$411,229.06
Total Expenditures	\$411,229.06
Total Adopted Budget	\$0.00
Total Number of Projects	1
Total Number of Subawards	0
Total Number of Expenditures	0

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year?	No
---	----

Certification

Authorized Representative Name	Christine Weber
Authorized Representative Telephone	(612) 987-2223
Authorized Representative Title	
Authorized Representative Email	clerk@orrocktownship.com
Submission Date	4/3/2024 12:13 PM



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber , Clerk	Meeting Date: 04/24/2024	Regular Agenda Item	Item No. 7C
Item Description: Recycle Day Volunteers	Reviewed By: N/A		
	Reviewed By: Chris Weber		

ACTION REQUESTED

No motion needed.

BACKGROUND/DISCUSSION

The 2024 Recycle Day is on Saturday, May 18th from 8AM to 1PM. Orrock Township needs to have three volunteers onsite for the event. Volunteers need to be confirmed – Paul Ellinger, Gary Goldsmith, Chris Weber. I would like to thank you for your volunteer work for this event.

ATTACHMENTS

None



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber , Clerk	Meeting Date: 04/24/2024	Regular Agenda Item	Item No. 7D
Item Description: Town Hall Landscaping	Reviewed By: N/A		
	Reviewed By: Chris Weber		

ACTION REQUESTED

Motion to accept the proposal from xxx and authorize the clerk to apply for and enter into a contract with Sherburne SWCD for the native prairie incentive program funding.

BACKGROUND/DISCUSSION

Franny Gerde from Sherburne SWCD met with Clerk Weber onsite to develop a design concept for native prairie landscaping. There is a native prairie plantings incentive program that reimburses 75% of the seed cost. If the application for that is submitted around May 1st, the SWCD board will consider that application at their May meeting.

Aaron Soltau from Prairie Restorations viewed the site with Supervisor Goldsmith and Clerk Weber. Minnesota Native Landscapes created their proposal from the design concept that Franny Gerde supplied.

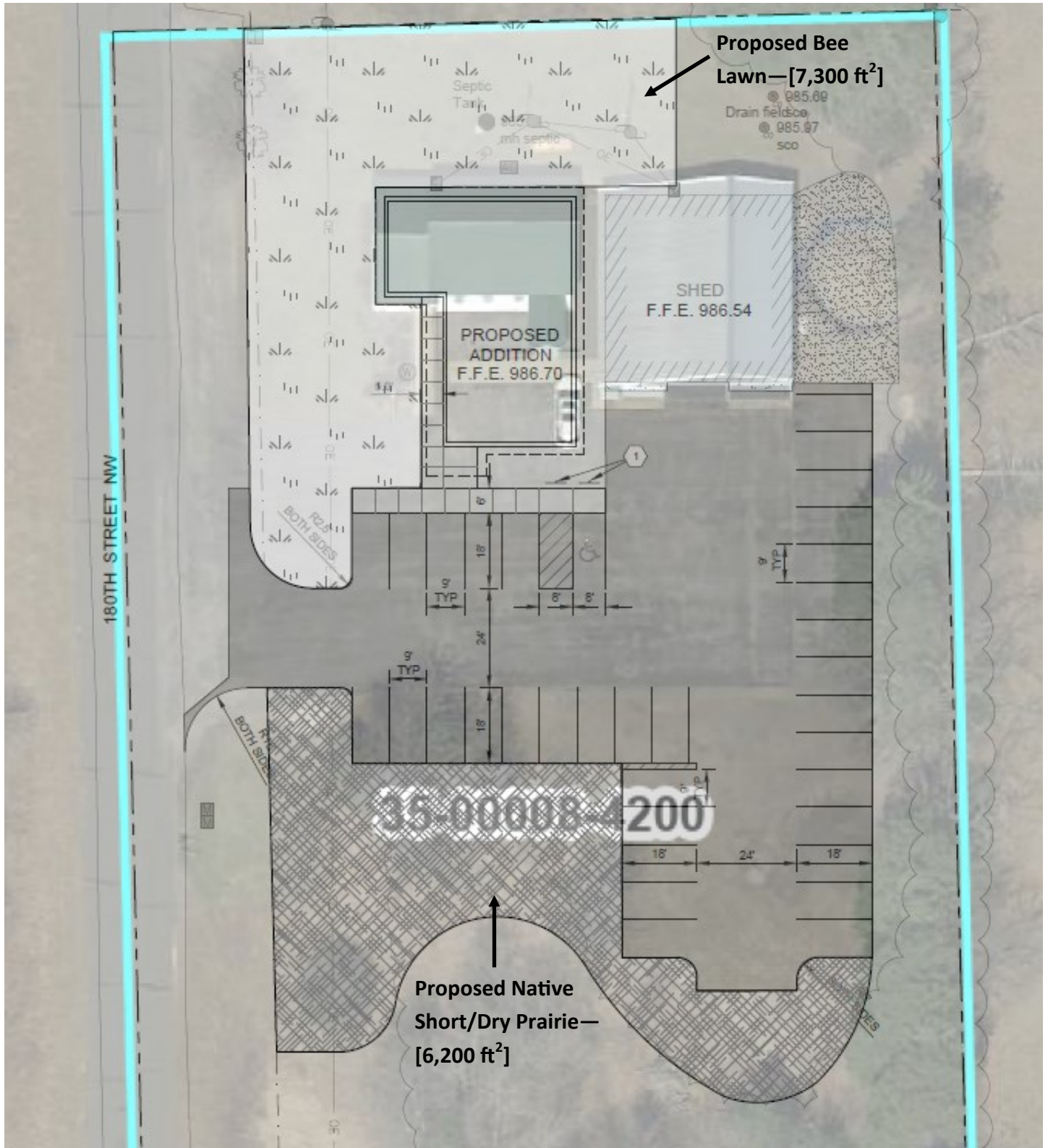
ATTACHMENTS

- Prairie Restorations Landscaping Proposal
- Minnesota Native Landscapes Proposal
- Site Plan from Franny Gerde – Sherburne SWCD
- Sherburne SWCD Native Prairie Plantings Incentive Program Information



Sherburne
SWCD

Orrock Townhall Planting Plan





**Sherburne
SWCD**

Orrock Townhall Planting Plan

Estimated Materials	Qty	Unit	Unit Price	Amount
EC Blanket C125/S75BN or equivalent (biodegradable netting) (w/ staples)	3,000	SF	_____	_____
Bee Lawn Mix	7,800	SF	_____	_____
Short Dry Prairie Mix	6,200	SF	_____	_____
			Estimated Total Cost:	_____



Give us a call
763-220-3434



Office Location
425 Jackson Ave NW
Elk River, MN 55398

Native Prairie Plantings

Sherburne Soil & Water Conservation District (SWCD) receives funding to assist and promote conservation practices that protect water and soil and provide for wildlife. A portion of these funds are allocated to providing incentives to landowners for establishing diverse native prairie.

Native Prairie Benefits

- Reduces Soil Erosion
- Reduces Green House Gases
- Increases Beneficial Insects
- Provides Year Long Wildlife Habitat
- Low Maintenance Once Established
- Tolerates Low Fertility Soil (No need to Fertilize)

Native Prairie Incentive Program

- Reimburses 75% of the seed cost, on a maximum of 10 acres (minimum of 1/2 acre).
- SWCD Technical Staff assistance with site prep and seed mix recommendations.
- You must use an SWCD approved seed mix.
- Program participants are asked to maintain prairie for a minimum of 10 years and allow SWCD on-site inspections as requested (up to 1x per year).
- Each program participant will receive a sign and post recognizing the project - to be installed on the edge of the planting at a mutually selected location.

Request more information, or schedule a meeting on Native Prairie Plantings by filling out the form below.

Name *

First

Last

Phone *

Email *

Address *

Comment

Submit





AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber , Clerk	Meeting Date: 04/24/2024	Regular Agenda Item	Item No. 7E
Item Description: Town Hall Fencing		Reviewed By: N/A	
		Reviewed By: Chris Weber	

ACTION REQUESTED

Motion to purchase vinyl fencing at a maximum cost of and have Darryl Waletzko install the fencing.

BACKGROUND/DISCUSSION

Prices listed are for all materials needed for 30' x 12' fence (Menards)

ATTACHMENTS

Estimated Price: \$780.65 ✓

*Today's estimated price, future pricing may go up or down. Tax, labor, and delivery not included. Price does not reflect mail-in rebates.



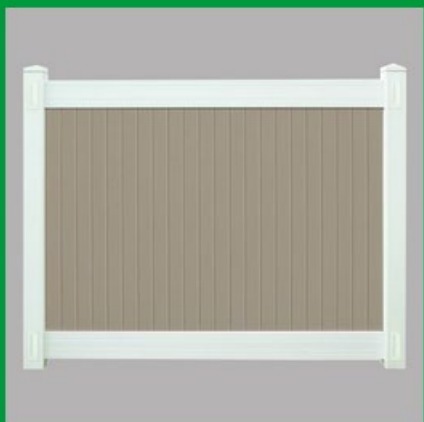
6 x 6 Belmont(White)

Estimated Price: \$903.65 ✓

*Today's estimated price, future pricing may go up or down. Tax, labor, and delivery not included. Price does not reflect mail-in rebates.



6 x 6 Belmont(Tan)



6X8 Tan Richmond Panel

Estimated Price: \$1,073.43 ✓

*Today's estimated price, future pricing may go up or down. Tax, labor, and delivery not included. Price does not reflect mail-in rebates.



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber , Clerk	Meeting Date: 04/24/2024	Regular Agenda Item	Item No. 8A
Item Description: Sinkhole on 251 st Ave NW, West of CR15		Reviewed By: N/A	
		Reviewed By: Bob Hassett/Darryl Waletzko	

ACTION REQUESTED

Motion to be determined based on discussion at meeting

BACKGROUND/DISCUSSION

On April 18th, Darryl probed down 4 1/2 feet and did not find any "debris". It is quite likely that the tree is at the edge of the road. Darryl reported that there is something that is causing the road to sink. He will discuss at the meeting.

ATTACHMENTS

2023 Picture



2024 Picture





AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber , Clerk	Meeting Date: 04/24/2024	Regular Agenda Item	Item No. 8B
Item Description: Beaver in Culvert – 183 rd Street NW	Reviewed By: N/A		
	Reviewed By: Bob Hassett		

ACTION REQUESTED

To be determined

BACKGROUND/DISCUSSION

On Tuesday, April 9th, Bryan Adams received a call informing him that the culvert on 183rd Street NW (Eagle Lake Shores) was blocked by a beaver. Road Authority Bob Hassett visited the site and per the emergency road repairs resolution, Darryl Waletzko was called and went to the site. He brought in equipment to unplug the culvert. The culvert was plugged up again the next day and Darryl went back to the site. Clerk Weber contacted the beaver trapper and he went to the site to set traps. Darryl is recommending that the area around the culvert be dredged so that the culvert can be cleared. This would require discussion with the DNR.

ATTACHMENTS





AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber , Clerk	Meeting Date: 04/24/2024	Regular Agenda Item	Item No. 8C
Item Description: Road Tour Report	Reviewed By: N/A		
	Reviewed By: Bob Hassett		

ACTION REQUESTED

No motion needed. Determine any actionable items from the road report.

BACKGROUND/DISCUSSION

The 2024 Spring Road Tour was completed on Wednesday, April 17th. The road tour report is attached. The board will determine any actionable items from this report.

ATTACHMENTS

2024 Spring Road Tour Report

Orrock Township Annual Road Tour 4/17/2024

Location	Gravel Rd	Pothole	Shouldering	Tree Trimming	Misc	Comments
235 Av & 189 St east of Cd 75	x					
234 Av at 189 St & 188 St	x					
232 Av 189 St	x					
180 St south of Cr 4	x					
Ann Lake Parking area	x	5			Add gravel & grade	
261st Ave NW				X		
25742 182nd		X				
189 St NW & 258 Ave NW					Cracking on shoulder	Possible redo
249th Ave NW		X				
East of 190th St and 249th between 190 th St NW and 75		X				
18877 245 Ave NW		X				
Truck driveway						
182nd & and 233 1/4 Ave NW		X				
253 rd Ave NW					Possible mill and overlay	Horse Camp Access Rd
180 th St.NW (South of 253rd)					Tires in ROW	
256 & 166 corner & 16721 256 (Ann Lake Area)				Remove 2 trees \$2,500		
167 1/2 Ave NW lot north of 25479					Junk to report	
16530 254					Cracks	
165 & 254		X				
253 1/2 & 164 1/2			X			
253 1/2 Ave NW					Drain plugged clear catch basin	
245 th Ave NW					Letter home business permit?	Trailers & Pickups
241st AveNW			X		Toilet in ROW	
233 rd Ave NW				X		Road damage- Logging Trucks?
239 th AveNW & 165 th				X		
16315 230 Ave				X		
228 & 230 th Ave				X		
167th Street				X		
24126 167th				X		



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber , Clerk	Meeting Date: 04/24/2024	Regular Agenda Item	Item No. 8D
Item Description: 2024 Orrock Township Drainage Study	Reviewed By: N/A		
	Reviewed By: Bob Hassett		

ACTION REQUESTED

Motion to approve the drainage study proposal in the amount of \$9,800.00

BACKGROUND/DISCUSSION

Attached for your review and approval is our proposed scope of services, fee, and schedule for providing professional engineering services to complete a Drainage Study for the three locations located within Orrock Township. The locations to be studied are as noted below and shown on the figure included:

- West Eagle Lake: East of 190th Street between 232nd Avenue and 234th Avenue
- East Eagle Lake: West of County Road 5 between 233rd Avenue and 235th Avenue
- North Lake Ann: South of 257th Avenue, between 164 ½ Street and 167th Street

The goal of the project is to identify the factors contributing to the drainage issues within the three areas and provide alternatives to improve the drainage in the areas. The project will consist of GIS desktop review of the contributing drainage area, analysis of proposed alternatives, and a final recommendation.

ATTACHMENTS

2024 Drainage Study Proposal



April 9, 2024

Orrock Township Board
26401 180th Street NW
Big Lake, MN 55309

Re: Estimate of Professional Services Fee
2024 Orrock Township Drainage Study

Dear Board Members:

Attached for your review and approval is our proposed scope of services, fee, and schedule for providing professional engineering services to complete a Drainage Study for the three locations located within Orrock Township. The locations to be studied are as noted below and shown on the figure included:

- West Eagle Lake: East of 190th Street between 232nd Avenue and 234th Avenue
- East Eagle Lake: West of County Road 5 between 233rd Avenue and 235th Avenue
- North Lake Ann: South of 257th Avenue, between 164 ½ Street and 167th Street

The goal of the project is to identify the factors contributing to the drainage issues within the three areas and provide alternatives to improve the drainage in the areas. The project will consist of GIS desktop review of the contributing drainage area, analysis of proposed alternatives, and a final recommendation.

We look forward to working with you on this project. If you agree with this proposal, please sign where indicated and return one copy to me. Please do not hesitate to contact Kendra at 612-201-1361 with any questions.

Sincerely,

WSB

Kendra Fallon, PE
Water Resources Project Manager

Jake Newhall
Director of Water Resources

Attachment

ACCEPTED BY:

Orrock Township, MN

Name _____

Title _____

Date _____

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

**SCOPE OF ENGINEERING SERVICES
FOR
2024 ORROCK TOWNSHIP DRAINAGE STUDY

ORROCK TOWNSHIP**

SCOPE OF ENGINEERING SERVICES

Task 1 – Project Management (\$3,700)

Project management will be performed throughout the course of this project. The following subtasks are included as part of Project Management:

- 1.1 Attend two meetings with staff. One onsite meeting at project kickoff to identify drainage issues and one to go over analysis and recommendations.
- 1.2 Work with project team to coordinate project deliverables, schedule, and budget.

Deliverables: Two (1) Meetings with staff (one on-site)

Task 2 – Tributary Drainage Area Analysis, Modeling and Drainage Study Report (\$6,100)

A HydroCAD model will be developed to analyze the existing conditions and potential improvement options for each of the three locations. A summary of the existing hydrologic conditions will be outlined, improvement options considered and evaluated will be described, and a recommendation for stormwater improvements will be provided. The final report will be prepared to document the analysis regarding the improvement options and recommendations. The following subtasks are included as part of the drainage study report:

- 2.1 GIS Desktop will be used to determine the extent of and review the drainage areas to the study locations and the existing storm sewer information (to be provided by the client). A GIS figure will be generated showing the drainage area for each of the three locations.
- 2.2 Prepare a draft drainage study summarizing existing conditions, possible improvements and cost estimates. Possible improvements will be dictated by the drainage issues and causes identified during the background data collection, but may include adding additional storm structures, regrading areas to better drain, and rerouting surface drainage through storm sewer among others.
- 2.3 Finalize the drainage study based on feedback from staff.

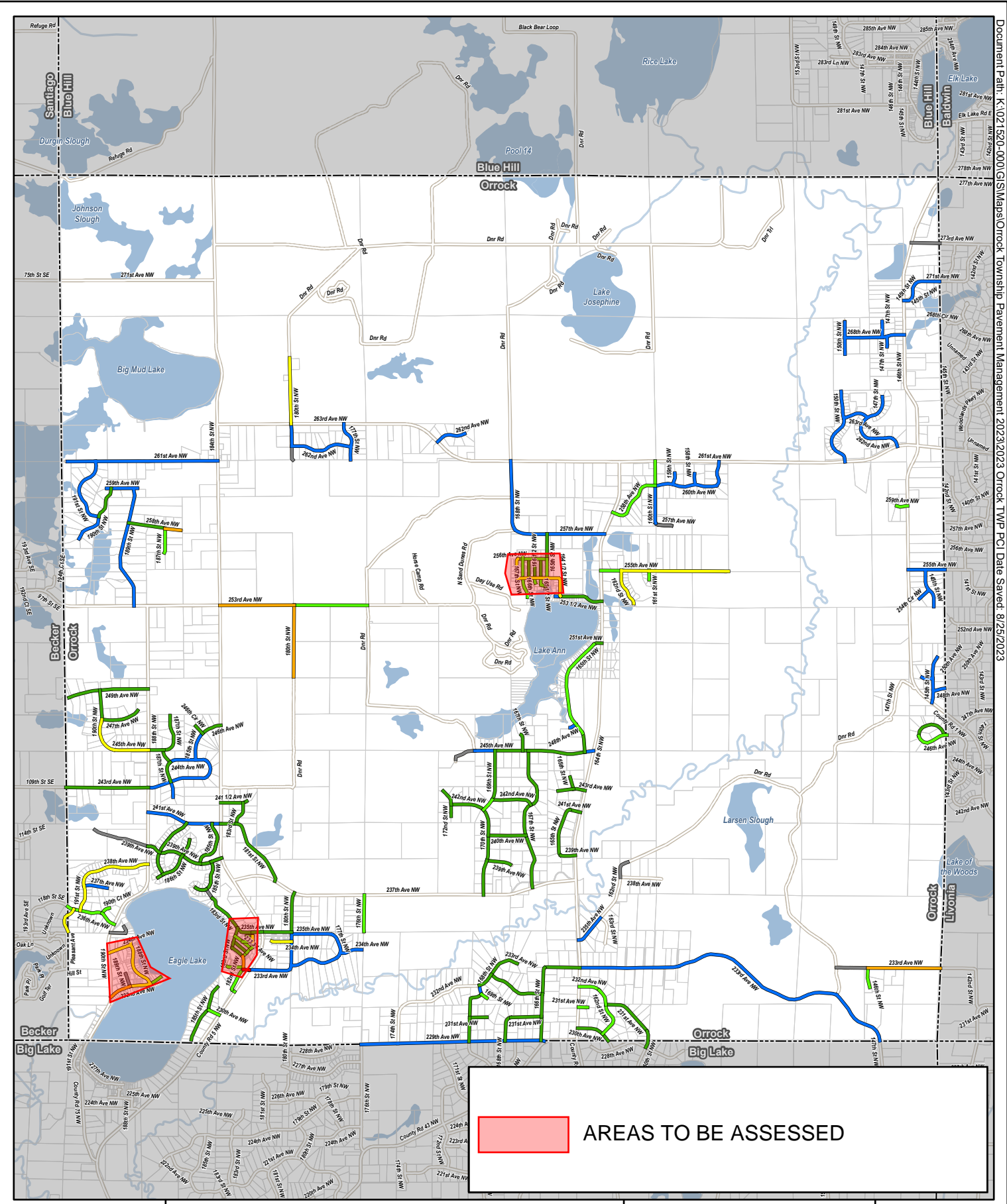
Deliverables: Three (3) GIS figures of the tributary drainage area to each of the three study locations, HydroCAD Model, Drainage Study.

TIME SCHEDULE

It is anticipated that the work outlined above will be completed by the end of September 2024.

TOTAL ESTIMATED ENGINEERING FEE

The cost to provide the scope of services outlined in this proposal will be billed hourly, based on our current hourly rates. We are proposing to complete the 2024 Orrock Township Drainage Study for an hourly not-to-exceed fee of **\$9,800.00**.



AREAS TO BE ASSESSED



DRAINAGE STUDY MAP

Orrock Township, Minnesota

