

TOWN OF ORROCK
REGULAR MONTHLY & REORGANIZATIONAL MEETING
WEDNESDAY January 28, 2026

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF JANUARY MEETING AGENDA

3. SHERIFF'S REPORT

Commander Ben Zawacki

4. SHERIFF'S OFFICE ANNUAL REPORT

Commander Ben Zawacki

REORGANIZATIONAL MEETING BEGINS

1. MEETING DATES - Dates, time and place.

- A. Monthly Meeting Dates/Place & Time - Currently the Fourth Wednesday of each month, Orrock Town Hall at 7:00PM

2. RATIFY OR CHANGE CHAIR, VICE-CHAIR & COMMITTEE MEMBERS

- A. Chair – Currently Felber
- B. Vice-Chair – Currently Ellinger
- C. Representative to the Big Lake Fire Board (non-voting) – Currently Keiderling & Ellinger
- D. Representative to the Zimmerman Fire Board (non-voting) – None
- E. Representative to the Mississippi River St. Cloud One Watershed One Plan – None
- F. Finance/Agreements Committee – Currently Clerk, Treasurer, Felber, Ellinger, Alternate - Adams
- G. Road Committee – Currently Adams, Owen & Kevin Kruger (WSB), Alternate - Felber
- H. Policy Committee – Currently Ellinger, Owen, Keiderling, Clerk and Treasurer, any other member that attends is considered an ad hoc member
- I. Road Authority – Currently Owen
- J. Planning and Zoning – Currently Keiderling - Primary/Owen – Alternate (3-year terms beginning January 1, 2025).
- K. Ordinance Committee – Currently no ordinance committee

3. WAGES/REIMBURSEMENTS/FEE SCHEDULE

- A. Ratify mileage reimbursement at current Federal rate.*

* Federal mileage rate as of 1-1-2026 is 72.5¢ per mile for business miles driven. (up 2.5 cents from last year)

- B. Compensation/Reimbursements

- Supervisor Compensation – Current rate \$150.00 monthly (must attend at least one

Disclaimer: The agenda has been prepared to provide information regarding an upcoming meeting of the Orrock Town Board of Supervisors.

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meeting) Road Authority and Chair current rate is \$175.00

- Supervisors Seminars/Training (MAT Training, Legal Seminars LBoAE Training) – Current rate \$20/hour
- Supervisors (work performed for township) – Currently \$20/hour
- Clerk & Treasurer (includes board and committee meetings, seminars and training, other meetings with board approval) – Current rate \$35/hour
- Deputy Clerk (includes board and committee meetings, seminars and training, other meetings with board approval) – Current rate \$25/hour
- Election Judges – Currently \$22 EJ and \$25 HJ – *mileage to retrieve & return election supplies/equipment paid at Federal rate
- Other meetings/education opportunities (election training, MAT, Equalization, etc.) – includes lodging, mileage, and meeting cost (lodging must be pre-approved)
- Gopher Bounty – Currently \$1.00/pr

C. Fee Schedule

Fee Schedule (in fee ordinance)

- Property Assessment Search: \$25 – Self-Addressed Stamped Envelope must also be supplied, if hard copy required
- Driveway/Access Permit: \$250
- Driveway Waiver: N/C
- Driveway Escrow \$3,000
- Overweight Permit: \$250
- Overweight Permit Escrow: minimum \$5,000
- Vacation of ROW/Easement Escrow: \$750
- Encroachment/License Agreement Escrow: \$750
- Platting Process Escrow: \$2,000
- Right-of-Way Excavation Permit: \$100
- E911/Fire Sign: \$45
- E911/Fire Signpost and Mounting Hardware: \$10
- Other Fees
 - Swing-Away Mailbox Post: \$102

4. **Resolutions Authorizing Contracts with Supervisors**

The following resolutions authorize contract with interested township officers under M.S. 471.88, subd. 5

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- A. RES 2026-01 Bryan Adams
- B. RES 2026-02 Paul Ellinger
- C. RES 2026-03 Anne Felber
- D. RES 2026-04 Dalton Keiderling
- E. RES 2026-05 Peter Owen

5. OTHER TOWNSHIP ITEMS - RATIFY CURRENT OR SET NEW, REVIEW

- A. Official Posting Location – Currently Outdoor Notice Board & Inside Entryway
- B. Official Publication - Currently Patriot News
- C. Official Depository – Currently Sherburne State Bank, Becker, MN Location and Minnesota Municipals Money Market (4M) Fund
- D. Designation of Legal Counsel: According to area of specialty – Currently Couri & Ruppe, PLLC.
(Recommend one motion for all items A through D)
- E. Authorize the Treasurer to Make Electronics Funds Transfers (EFTs) – PERA Contributions, Payroll Withholdings, Tax Deposits and between Town Banking Institutions
(Recommend one motion for Item E)
- F. Authorize Chair, Vice-Chair, Clerk and Treasurer as Authorized Signors on Town Banking Accounts.
- G. Authorize Chair, Vice-Chair, Clerk and Treasurer as Authorized Signors and Accessors to the Township's Bank Safe Deposit Box.
(Recommend one motion for Item F&G)
- H. Review of Recurring Contracts

6. LAST CALL FOR REORGANIZATIONAL MEETING BUSINESS

REGULAR MEETING RESUMES

5. 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.

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Review or approval of Treasurer's Reports:

- A. Routine Claims – Approve
- B. Regular Payroll – January 2026 – Approve
- C. Report of December Disbursements Not Paid Through the Claims Process – Information

6. 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.

7. APPROVAL OF MEETING MINUTES

- A. December Monthly Meeting

8. REGULAR BUSINESS

- A. Call for Board of Audit Meeting – February Regular Meeting – Action
- B. Schlenner Wenner Audit Engagement Letter - Action
- C. Ann Lake DNR Proposal – Discussion
- D. 2026 Twp Comment Memo Veterinary Clinic Amendment - Discussion

9. ROADS

- A. West Eagle Lake Projects Bids – Discuss/Action
- B. Taggart ROW Agreement – TBD
- C. Bryan Coons, Sealtech – Asphalt & Paving Co. - Introduction

10. BOARD BUSINESS/UPDATES – COMMITTEE REPORTS

- A. Adams
- B. Ellinger
- C. Felber
- D. Keiderling
- E. Owen

11. TREASURER BUSINESS

- A. Cash Control Statement and Investment Update – Approve
- B. Treasurer's Report – Approve
- C. Report of December Sherburne State Bank Securities Pledge Validation – Review
- D. 2025 Year-End Budget Review

7. LAST CALL FOR REGULAR MEETING BUSINESS

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8. ANNOUNCEMENTS

- A. February Meeting – February 25th @ 7PM
- B. Board of Audit – February Regular Meeting
- C. Annual Meeting – Tuesday March 10th - Commences @ 7PM, Town Hall
- D. 2026 MAT Spring Courses – March to April
- E. LBofAE Meeting – April 8th @ 6PM, Town Hall

9. ADJOURNMENT

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

CAD Summary Report - ORROCK TOWNSHIP DECEMBER 2024

Printed On: 01/02/25 09:16

Sherburne County Sheriff

| | 12/24 | Total |
|--------------------------------|--------------|--------------|
| 9009 STOP ARM VIOLATION | 2 | 2 |
| 91650 HARASSMENT | 2 | 2 |
| 91800 PROPERTY DAMAGE | 5 | 5 |
| 9201 DAR/DAS/DAC | 1 | 1 |
| 92200 CRIMES AGAINST ADMIN JUS | 1 | 1 |
| 92300 CRIMES AGAINST GOVERN | 1 | 1 |
| 92700 TRESPASS | 1 | 1 |
| 92750 FRAUD COMPLAINT | 2 | 2 |
| 9313 PROPERTY FOUND | 1 | 1 |
| 9440 ACCIDENT-MV-PROPERTY DAM | 5 | 5 |
| 9462 ACCIDENT-VEHICLE VS ANIMA | 3 | 3 |
| 9560 ANIMAL COMPLAINT | 1 | 1 |
| 9561 CONSERVATION | 1 | 1 |
| 9562 DOG COMPLAINT | 2 | 2 |
| 9564 ANIMAL BITE | 1 | 1 |
| 9609 ALARM-FIRE | 1 | 1 |
| 9730 MEDICAL | 9 | 9 |
| 9740 MENTAL CASE | 1 | 1 |
| 9762 ALARM-MEDICAL | 1 | 1 |
| 9800 MISCELLANEOUS PUBLIC | 3 | 3 |
| 9801 DOMESTIC | 2 | 2 |
| 9802 PUBLIC ASSIST | 4 | 4 |
| 9804 ALARM-SECURITY | 4 | 4 |
| 9805 CIVIL COMPLAINT | 4 | 4 |
| 9807 TRAFFIC STOP | 53 | 53 |
| 9808 TRAFFIC COMPLAINT | 4 | 4 |
| 9811 SUSPICIOUS PERSON | 1 | 1 |
| 9812 SUSPICIOUS VEHICLE | 3 | 3 |
| 9813 JUVENILE COMPLAINT | 1 | 1 |
| 9817 SECURITY CHECK | 18 | 18 |
| 9818 EXTRA PATROL | 17 | 17 |
| 9823 CHECK THE WELFARE | 1 | 1 |
| 9827 SHOOTING COMPLAINT | 1 | 1 |
| 9828 REPOSSESSION | 1 | 1 |
| 9850 PAPER SERVICE | 3 | 3 |



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| | | |
|----------------------------|------------|------------|
| 9853 SUSPICIOUS ACTIVITY | 2 | 2 |
| 9900 MISCELLANEOUS OFFICER | 4 | 4 |
| 9904 WARRANT ARREST | 1 | 1 |
| M5350 JUVENILE RUNAWAY | 1 | 1 |
| VEHICLE LOCKOUT | 1 | 1 |
| Vehicle Off Road | 3 | 3 |
| Total | 173 | 173 |



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CAD Summary Report - ORROCK TOWNSHIP DECEMBER 2025

Printed On: 01/02/26 08:51

Sherburne County Sheriff

| | 12/25 | Total |
|--------------------------------|--------------|--------------|
| 9009 STOP ARM VIOLATION | 3 | 3 |
| 91600 DISTURBING THE PEACE | 3 | 3 |
| 91650 HARASSMENT | 1 | 1 |
| 91800 PROPERTY DAMAGE | 2 | 2 |
| 9201 DAR/DAS/DAC | 1 | 1 |
| 92700 TRESPASS | 1 | 1 |
| 9302 ANIMAL LOST | 1 | 1 |
| 9312 ANIMAL FOUND | 2 | 2 |
| 9440 ACCIDENT-MV-PROPERTY DAM | 2 | 2 |
| 9462 ACCIDENT-VEHICLE VS ANIMA | 3 | 3 |
| 9560 ANIMAL COMPLAINT | 2 | 2 |
| 9561 CONSERVATION | 1 | 1 |
| 9600 FIRE-OTHER | 1 | 1 |
| 9730 MEDICAL | 10 | 10 |
| 9740 MENTAL CASE | 4 | 4 |
| 9800 MISCELLANEOUS PUBLIC | 3 | 3 |
| 9801 DOMESTIC | 1 | 1 |
| 9802 PUBLIC ASSIST | 1 | 1 |
| 9803 AGENCY ASSIST | 1 | 1 |
| 9804 ALARM-SECURITY | 3 | 3 |
| 9805 CIVIL COMPLAINT | 2 | 2 |
| 9807 TRAFFIC STOP | 28 | 28 |
| 9808 TRAFFIC COMPLAINT | 1 | 1 |
| 9809 SNOWMOBILE COMPLAINT | 5 | 5 |
| 9812 SUSPICIOUS VEHICLE | 2 | 2 |
| 9817 SECURITY CHECK | 6 | 6 |
| 9818 EXTRA PATROL | 33 | 33 |
| 9823 CHECK THE WELFARE | 1 | 1 |
| 9824 BURNING COMPLAINT | 1 | 1 |
| 9828 REPOSSESSION | 1 | 1 |
| 9834 PARKING COMPLAINT | 1 | 1 |
| 9850 PAPER SERVICE | 4 | 4 |
| 9853 SUSPICIOUS ACTIVITY | 4 | 4 |
| 9900 MISCELLANEOUS OFFICER | 2 | 2 |
| 9937 911 HANG UP | 3 | 3 |
| MAIL TAMPERING | 1 | 1 |



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CAD Summary Report - ORROCK TOWNSHIP DECEMBER 2025

Printed On: 01/02/26 08:51

| | | |
|--------------------|------------|------------|
| Public lift assist | 3 | 3 |
| Vehicle Off Road | 5 | 5 |
| WARRANT ATTEMPT | 3 | 3 |
| Total | 152 | 152 |

2025 Annual Report

Orrock Township



SHERBURNE COUNTY SHERIFF'S OFFICE



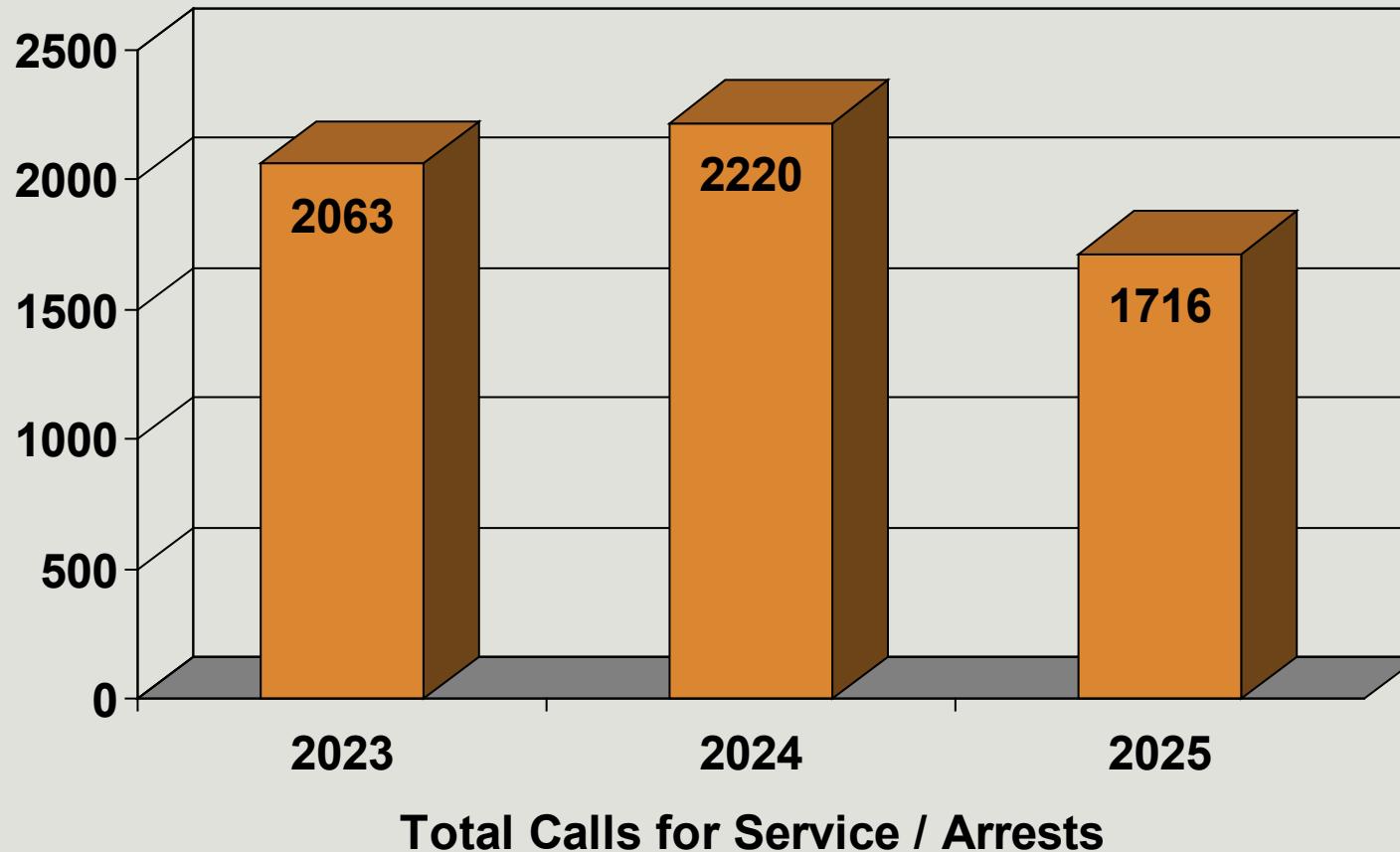
Orrock Township

The Sherburne County Sheriff's Office provides law enforcement services to the citizens of Orrock Township.



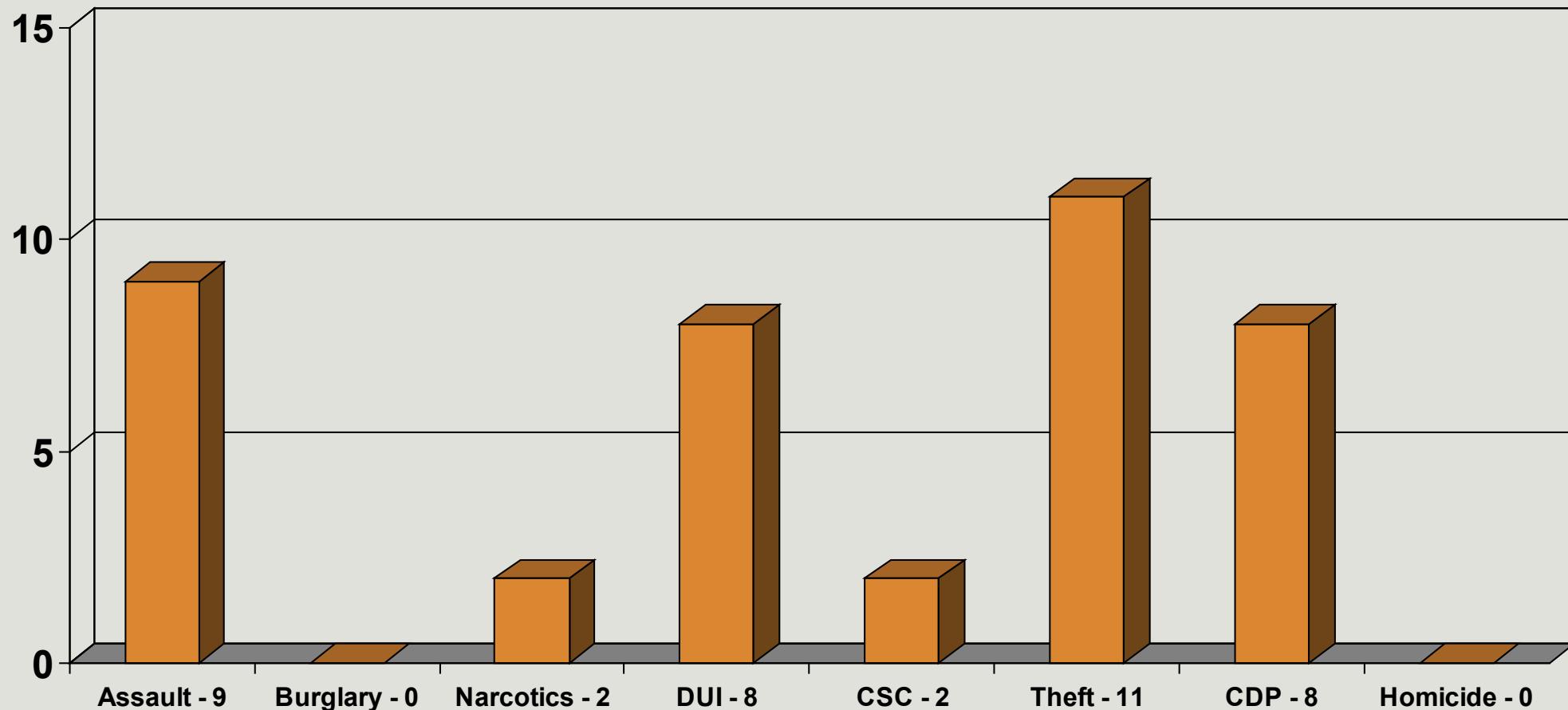
Total Calls for Service/Arrests

2023-2025 Comparison



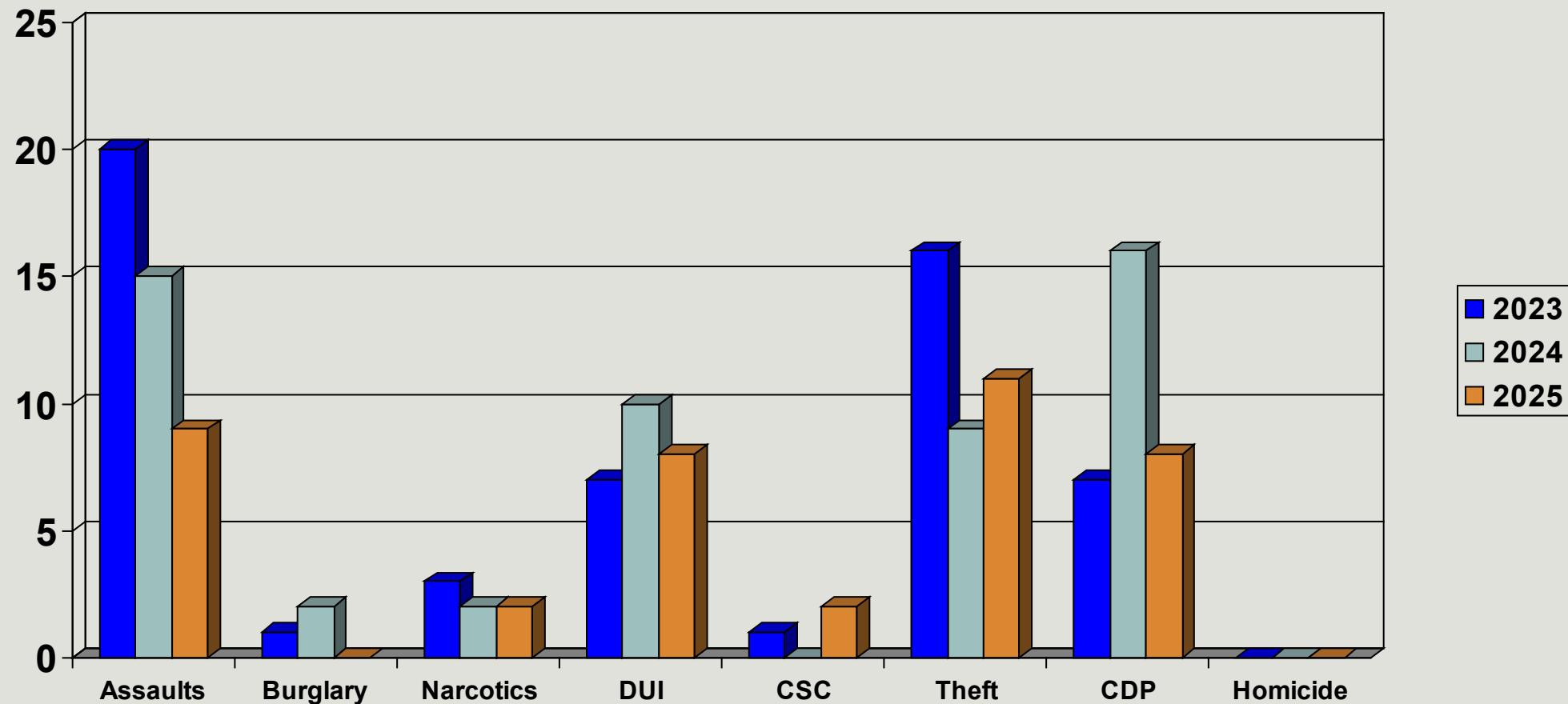
Serious Criminal Activity 2025

Orrock Township



Serious Criminal Activity

2023-2025 Comparison



Department Retirements

Jail Sergeant Jason Volkers – 25 years
Correctional Officer Curtis Swanson – 20 years
Investigative Captain Ken Hanson – 28 years
Correctional Officer Brian McDonough – 17 years
Deputy Roxanne Schreder – 17 years
Deputy Dean Cichy – 28 years
Jail Sergeant Heather Pickett – 26 years





K-9 Deputy Updates

Former K-9

- K-9 Deputy Bronco (pictured)
 - End of Watch: December 18, 2025
 - Handler – Deputy Derek Sorensen

Current K-9s

- K-9 Deputy Bane
 - Assigned to Patrol
 - Handler – Deputy Nick Carlson
- K-9 Deputy Storm
 - Assigned to Jail
 - Handler – Jail Sgt. Stephen Thiel





2024 Top DWI and Traffic Enforcer Award

Deputy Mitchel Reasoner

- Most traffic and DWI stops for the Sherburne County Sheriff's Office in 2024

Community Involvement

Special Olympics MN Law Enforcement Torch Run



Community Involvement

Senior Day Out



Community Involvement

Night to Unite

1st Tuesday Evening in August



Community Involvement

Shop with a Cop



SCSO on Social Media

Facebook and X

@SherbCoSheriff



Sherburne County Sheriff's Office



"Commitment to Service with Integrity and Pride."



AGENDA ITEM

Orrock Town Board

| | | | |
|---|------------------------------------|--------------------------|------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Reorg Agenda Item | Item No. 1A |
| Item Description: <i>MEETING DATES - Dates, time and place.</i> | Reviewed By: N/A | | |
| | Reviewed By: N/A | | |

ACTION REQUESTED

Motion/Second that the 2026 meetings dates for January through October be held on the fourth Wednesday of the month, the November meeting be held on the third Wednesday of the month, the December meeting to be held on December 16 and the January 2027 regular and reorganizational meeting be held on the fourth Wednesday of the month. Meetings to take place at the Orrock Townhall at 7:00 PM.

BACKGROUND/DISCUSSION

Annually the board must set their meeting dates for posting

FINANCIAL IMPACT

N/A

ATTACHMENTS

- 2026 Calendar

2026

| January | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| February | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

| March | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| April | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

- Board Meetings
- Holidays
- SCAT Meetings
- LBofAE
- Annual Meeting

| May | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| June | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| July | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| October | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| November | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

US Federal Holidays 2026

Jan 01 New Year's Day
 Jan 19 Martin Luther King Day
 Feb 16 Presidents' Day
 May 25 Memorial Day

Jun 19 Juneteenth
 Jul 03 Independence Day (observed)
 Jul 04 Independence Day
 Sep 07 Labor Day

Oct 12 Columbus Day
 Nov 11 Veterans Day
 Nov 26 Thanksgiving Day
 Dec 25 Christmas Day



AGENDA ITEM

Orrock Town Board

| | | | |
|--|------------------------------------|--------------------------|--------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Reorg Agenda Item | Item No. 2A-K |
| Item Description: Ratify or Change Chair, Vice Chair and Committee Motions | | Reviewed By: N/A | |
| | | Reviewed By: N/A | |

ACTION REQUESTED

Motion for each of items A through K to appoint chair, vice-chair and committee members

BACKGROUND/DISCUSSION

Each year, the board re-appoints chair, vice-chair and committee members at the annual reorganizational meeting

FINANCIAL IMPACT

N/A

ASSIGNMENTS

- A. Chair – Currently Felber
- B. Vice-Chair – Currently Ellinger
- C. Representative to the Big Lake Fire Board (non-voting) – Currently Keiderling & Ellinger
- D. Representative to the Zimmerman Fire Board (non-voting) – None
- E. Representative to the Mississippi River St. Cloud One Watershed One Plan – None
- F. Finance/Agreements Committee – Currently Clerk, Treasurer, Felber, Ellinger, Alternate - Adams
- G. Road Committee – Currently Adams, Owen & Kevin Kruger (WSB), Alternate - Felber
- H. Policy Committee – Currently Ellinger, Owen, Keiderling, Clerk and Treasurer, any other member that attends is considered an ad hoc member
- I. Road Authority – Currently Owen
- J. Planning and Zoning – Currently Keiderling - Primary/Owen – Alternate (3-year terms beginning January 1, 2025.
- K. Ordinance Committee – Currently no ordinance committee



AGENDA ITEM

Orrock Town Board

| | | | |
|--|------------------------------------|--------------------------|------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Reorg Agenda Item | Item No. 3A |
| Item Description: Ratify mileage reimbursement at current Federal rate | Reviewed By: N/A | | |
| | Reviewed By: N/A | | |

ACTION REQUESTED

Motion to ratify the mileage at the current federal rate

BACKGROUND/DISCUSSION

Annually the board must set the mileage reimbursement rate. The federal mileage reimbursement rate as of 1/1/2026 is 72.5¢ per mile for business miles driven. (up 2.5 cents from last year)

FINANCIAL IMPACT

N/A

ATTACHMENTS

- None



AGENDA ITEM

Orrock Town Board

| | | | |
|--|------------------------------------|--------------------------|------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Reorg Agenda Item | Item No. 3B |
| Item Description: Compensation /Reimbursements | Reviewed By: N/A | | |
| | Reviewed By: N/A | | |

ACTION REQUESTED

- Motion to approve or change the Supervisor monthly meeting rate
- Motion to approve or change the Supervisors hourly seminars/training rate
- Motion to approve or change the Supervisors hourly rate for work performed for the township
- Motion to approve or change the clerk and treasurer hourly rate
- Motion to approve or change the deputy clerk hourly rate
- Motion approve or change the Head Election Judge and Election Judge hourly compensation rate
- Motion to approve or change the other meeting and education reimbursements
- Motion to approve the gopher bounty as presented

BACKGROUND/DISCUSSION

Annually we must set / ratify compensation rates and the fee schedule

ATTACHMENTS

- Compensation/Reimbursements
- Supervisor Compensation – Current rate \$150.00 monthly (must attend at least one meeting) Road Authority and Chair current rate is \$175.00
- Supervisors Seminars/Training (MAT Training, Legal Seminars LBoAE Training) – Current rate \$20/hour
- Supervisors (work performed for township) – Currently \$20/hour
- Clerk & Treasurer (includes board and committee meetings, seminars and training, other meetings with board approval) – Current rate \$35/hour
- Deputy Clerk (includes board and committee meetings, seminars and training, other meetings with board approval) – Current rate \$25/hour
- Election Judges – Currently \$22 EJ and \$25 HJ – *mileage to retrieve & return election supplies/equipment paid at Federal rate
- Other meetings/education opportunities (election training, MAT, Equalization, etc.) – includes lodging, mileage, and meeting cost (lodging must be pre-approved)
- Gopher Bounty – Currently \$1.00/pr



AGENDA ITEM

Orrock Town Board

| | | | |
|--|------------------------------------|--------------------------|------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Reorg Agenda Item | Item No. 3C |
| Item Description: Fee Schedule | Reviewed By: N/A | | |
| | Reviewed By: N/A | | |

ACTION REQUESTED

Motion to approve the fee schedule and other fees as presented

BACKGROUND/DISCUSSION

Annually we must set / ratify the fee schedule

ATTACHMENTS

Fee Schedule:

- Property Assessment Search: \$25 – Self-Addressed Stamped Envelope must also be supplied, if hard copy required
- Driveway/Access Permit: \$250
- Driveway Waiver: N/C
- Driveway Escrow \$3,000
- Overweight Permit: \$250
- Overweight Permit Escrow: minimum \$5,000
- Vacation of ROW/Easement Escrow: \$750
- Encroachment/License Agreement Escrow: \$750
- Platting Process Escrow: \$2,000
- Right-of-Way Excavation Permit: \$100
- E911/Fire Sign: \$45
- E911/Fire Signpost and Mounting Hardware: \$10

Other Fees:

- Swing-Away Mailbox Posts: \$102



AGENDA ITEM

Orrock Town Board

| | | | |
|--|------------------------------------|--------------------------|--------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Reorg Agenda Item | Item No. 4A-E |
| Item Description: Resolutions Authorizing Contracts with Supervisors | | Reviewed By: N/A | |
| | | Reviewed By: N/A | |

ACTION REQUESTED

The following resolutions authorize contracts with interested town officers under M.S. 471.88, subd. 5

- RES 2026-01 Bryan Adams
Motion to approve RES 2026-01 Bryan Adams
- RES 2026-02 Paul Ellinger
Motion to approve RES 2026-02 Paul Ellinger
- RES 2026-03 Anne Felber
Motion to approve RES 2026-03 Anne Felber
- RES 2026-04 Dalton Keiderling
Motion to approve RES 2026-04 Dalton Keiderling
- RES 2026-05 Peter Owen
Motion to approve RES 2026-05 Peter Owen

BACKGROUND/DISCUSSION

The board approves these resolutions on a pro-active basis, should a supervisor request compensation for work performed for the township. The supervisor that the resolution is for must abstain from the vote.

ATTACHMENTS

- RES 2026-01 Bryan Adams
- RES 2026-02 Paul Ellinger
- RES 2026-03 Anne Felber
- RES 2026-04 Dalton Keiderling
- RES 2026-05 Peter Owen

Town of Orrock
Resolution 2026-01
Resolution Authorizing Contract with Interested Officer Under
M. S. § 471.88, subd. 5

WHEREAS, Orrock Township, Sherburne County, Minnesota is seeking the performance of the following services, when necessary;

A person to perform general road maintenance activities to keep the Township's road rights-of-way in a safe and passable condition, subject to the approval of the Road Authority or another supervisor; town hall maintenance; draft letters, applications, resolutions and/or policies as directed by the Board Chair or another supervisor; work in place of the clerk or treasurer due to absence or emergency; work with City and State Officials; work with other government officials and agencies in time of disaster; each as necessary for the Town of Orrock; and;

WHEREAS, Bryan Adams is a Supervisor of said Township and may be financially interested in a contract for the following described reason:

The Supervisor is directly providing the service as an employee of the Township at a rate significantly lower, with no minimum hour requirement, than other quotes received.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors (with the interested officer abstaining). Find that the contract price, set at the current hourly rate for Supervisors for work outside of meetings, is as low or lower than the price at which the services could be obtained elsewhere at this time.

BE IT FURTHER RESOLVED that the Town Board, pursuant to M. S. §§ 365.37; 471.88, subd. 5; and 471.89, does hereby authorize a contract with Bryan Adams at the current hourly rate for Supervisors. Payment to occur on the contract as agreed and upon the filing of proper affidavit by the interested officer.

Adopted by the Orrock Township Board of Supervisors this 28th day of January, 2026.

, Chair

Shelley Erickson, Clerk

The motion for adoption of the foregoing resolution was duly moved by Supervisor _____, seconded by Supervisor _____. After discussion thereof and upon a vote taken thereon, the following number of supervisors voted in favor ____; against ____; abstained ____ whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
SS
COUNTY OF SHERBURNE

On this ____ day of _____, 2026, before me, a Notary Public, within and for said County, personally appeared _____ and Shelley Erickson, to me personally known, being each duly sworn, did say that they are respectfully the Chair of the Board and Town Clerk, of the Town of Orrock, the municipal Township named in the foregoing instrument, was signed and sealed on behalf of said Township authority of its Town Board and they acknowledged said instrument to be the free act and deed of said municipal Township.

SEAL

NOTARY PUBLIC

Town of Orrock
Resolution 2026-02
Resolution Authorizing Contract with Interested Officer Under
M. S. § 471.88, subd. 5

WHEREAS, Orrock Township, Sherburne County, Minnesota is seeking the performance of the following services, when necessary;

A person to perform general road maintenance activities to keep the Township's road rights-of-way in a safe and passable condition, subject to the approval of the Road Authority or another supervisor; town hall maintenance; draft letters, applications, resolutions and/or policies as directed by the Board Chair or another supervisor; work in place of the clerk or treasurer due to absence or emergency; work with City and State Officials; work with other government officials and agencies in time of disaster; each as necessary for the Town of Orrock; and;

WHEREAS, Paul Ellinger is a Supervisor of said Township and may be financially interested in a contract for the following described reason:

The Supervisor is directly providing the service as an employee of the Township at a rate significantly lower, with no minimum hour requirement, than other quotes received.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors (with the interested officer abstaining). Find that the contract price, set at the current hourly rate for Supervisors for work outside of meetings, is as low or lower than the price at which the services could be obtained elsewhere at this time.

BE IT FURTHER RESOLVED that the Town Board, pursuant to M. S. §§ 365.37; 471.88, subd. 5; and 471.89, does hereby authorize a contract with Paul Ellinger at the current hourly rate for Supervisors. Payment to occur on the contract as agreed and upon the filing of proper affidavit by the interested officer.

Adopted by the Orrock Township Board of Supervisors this 28th day of January, 2026.

Chair

Shelley Erickson, Clerk

The motion for adoption of the foregoing resolution was duly moved by Supervisor _____, seconded by Supervisor _____. After discussion thereof and upon a vote taken thereon, the following number of supervisors voted in favor ____; against ____; abstained ____ whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
SS
COUNTY OF SHERBURNE

On this ____ day of _____, 2026, before me, a Notary Public, within and for said County, personally appeared _____ and Shelley Erickson, to me personally known, being each duly sworn, did say that they are respectfully the Chairman of the Board and Town Clerk, of the Town of Orrock, the municipal Township named in the foregoing instrument, was signed and sealed on behalf of said Township authority of its Town Board and they acknowledged said instrument to be the free act and deed of said municipal Township.

SEAL

NOTARY PUBLIC

Town of Orrock
Resolution 2026-03
Resolution Authorizing Contract with Interested Officer Under
M. S. § 471.88, subd. 5

WHEREAS, Orrock Township, Sherburne County, Minnesota is seeking the performance of the following services, when necessary;

A person to perform general road maintenance activities to keep the Township's road rights-of-way in a safe and passable condition, subject to the approval of the Road Authority or another supervisor; town hall maintenance; draft letters, applications, resolutions and/or policies as directed by the Board Chair or another supervisor; work in place of the clerk or treasurer due to absence or emergency; work with City and State Officials; work with other government officials and agencies in time of disaster; each as necessary for the Town of Orrock; and;

WHEREAS, Anne Felber is a Supervisor of said Township and may be financially interested in a contract for the following described reason:

The Supervisor is directly providing the service as an employee of the Township at a rate significantly lower, with no minimum hour requirement, than other quotes received.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors (with the interested officer abstaining). Find that the contract price, set at the current hourly rate for Supervisors for work outside of meetings, is as low or lower than the price at which the services could be obtained elsewhere at this time.

BE IT FURTHER RESOLVED that the Town Board, pursuant to M. S. §§ 365.37; 471.88, subd. 5; and 471.89, does hereby authorize a contract with Anne Felber at the current hourly rate for Supervisors. Payment to occur on the contract as agreed and upon the filing of proper affidavit by the interested officer.

Adopted by the Orrock Township Board of Supervisors this 28th day of January, 2026.

Chair

Shelley Erickson, Clerk

The motion for adoption of the foregoing resolution was duly moved by Supervisor _____, seconded by Supervisor _____. After discussion thereof and upon a vote taken thereon, the following number of supervisors voted in favor ____; against ____; abstained ____ whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
SS
COUNTY OF SHERBURNE

On this ____ day of _____, 2026, before me, a Notary Public, within and for said County, personally appeared _____ and Shelley Erickson, to me personally known, being each duly sworn, did say that they are respectfully the Chair of the Board and Town Clerk, of the Town of Orrock, the municipal Township named in the foregoing instrument, was signed and sealed on behalf of said Township authority of its Town Board and they acknowledged said instrument to be the free act and deed of said municipal Township.

SEAL

NOTARY PUBLIC

Town of Orrock
Resolution 2026-04
Resolution Authorizing Contract with Interested Officer Under
M. S. § 471.88, subd. 5

WHEREAS, Orrock Township, Sherburne County, Minnesota is seeking the performance of the following services, when necessary;

A person to perform general road maintenance activities to keep the Township's road rights-of-way in a safe and passable condition, subject to the approval of the Road Authority or another supervisor; town hall maintenance; draft letters, applications, resolutions and/or policies as directed by the Board Chair or another supervisor; work in place of the clerk or treasurer due to absence or emergency; work with City and State Officials; work with other government officials and agencies in time of disaster; each as necessary for the Town of Orrock; and;

WHEREAS, Dalton Keiderling is a Supervisor of said Township and may be financially interested in a contract for the following described reason:

The Supervisor is directly providing the service as an employee of the Township at a rate significantly lower, with no minimum hour requirement, than other quotes received.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors (with the interested officer abstaining). Find that the contract price, set at the current hourly rate for Supervisors for work outside of meetings, is as low or lower than the price at which the services could be obtained elsewhere at this time.

BE IT FURTHER RESOLVED that the Town Board, pursuant to M. S. §§ 365.37; 471.88, subd. 5; and 471.89, does hereby authorize a contract with Dalton Keiderling at the current hourly rate for Supervisors. Payment to occur on the contract as agreed and upon the filing of proper affidavit by the interested officer.

Adopted by the Orrock Township Board of Supervisors this 28th day of January, 2026.

Chair

Shelley Erickson, Clerk

The motion for adoption of the foregoing resolution was duly moved by Supervisor _____, seconded by Supervisor _____. After discussion thereof and upon a vote taken thereon, the following number of supervisors voted in favor ____; against ____; abstained ____ whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
SS
COUNTY OF SHERBURNE

On this ____ day of _____, 2026, before me, a Notary Public, within and for said County, personally appeared _____ and Shelley Erickson, to me personally known, being each duly sworn, did say that they are respectfully the Chair of the Board and Town Clerk, of the Town of Orrock, the municipal Township named in the foregoing instrument, was signed and sealed on behalf of said Township authority of its Town Board and they acknowledged said instrument to be the free act and deed of said municipal Township.

SEAL

NOTARY PUBLIC

Town of Orrock
Resolution 2026-05
Resolution Authorizing Contract with Interested Officer Under
M. S. § 471.88, subd. 5

WHEREAS, Orrock Township, Sherburne County, Minnesota is seeking the performance of the following services, when necessary;

A person to perform general road maintenance activities to keep the Township's road rights-of-way in a safe and passable condition, subject to the approval of the Road Authority or another supervisor; town hall maintenance; draft letters, applications, resolutions and/or policies as directed by the Board Chair or another supervisor; work in place of the clerk or treasurer due to absence or emergency; work with City and State Officials; work with other government officials and agencies in time of disaster; each as necessary for the Town of Orrock; and;

WHEREAS, Peter Owen is a Supervisor of said Township and may be financially interested in a contract for the following described reason:

The Supervisor is directly providing the service as an employee of the Township at a rate significantly lower, with no minimum hour requirement, than other quotes received.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the Supervisors (with the interested officer abstaining). Find that the contract price, set at the current hourly rate for Supervisors for work outside of meetings, is as low or lower than the price at which the services could be obtained elsewhere at this time.

BE IT FURTHER RESOLVED that the Town Board, pursuant to M. S. §§ 365.37; 471.88, subd. 5; and 471.89, does hereby authorize a contract with Peter Owen at the current hourly rate for Supervisors. Payment to occur on the contract as agreed and upon the filing of proper affidavit by the interested officer.

Adopted by the Orrock Township Board of Supervisors this 28th day of January, 2026.

Chair

Shelley Erickson, Clerk

The motion for adoption of the foregoing resolution was duly moved by Supervisor _____, seconded by Supervisor _____. After discussion thereof and upon a vote taken thereon, the following number of supervisors voted in favor ____; against ____; abstained ____ whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
SS
COUNTY OF SHERBURNE

On this ____ day of _____, 2026, before me, a Notary Public, within and for said County, personally appeared _____ and Shelley Erickson, to me personally known, being each duly sworn, did say that they are respectfully the Chairman of the Board and Town Clerk, of the Town of Orrock, the municipal Township named in the foregoing instrument, was signed and sealed on behalf of said Township authority of its Town Board and they acknowledged said instrument to be the free act and deed of said municipal Township.

SEAL

NOTARY PUBLIC



AGENDA ITEM

Orrock Town Board

| | | | |
|---|------------------------------------|--------------------------|--------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Reorg Agenda Item | Item No. 5A-D |
| Item Description: <i>Ratify Current or Set New Official Posting Location, Official Publication, Official Depository, Designation of Legal Counsel</i> | Reviewed By: N/A | | |
| | Reviewed By: N/A | | |

ACTION REQUESTED

Motion to approve the Official Posting Location, Publication, Official Depository and the Designation of Legal Counsel as presented

BACKGROUND/DISCUSSION

Annually, the board must designate the official posting location, official publication, official depository and designation of legal counsel

INFORMATION

- Official Posting Location – Outdoor Notice Board & Inside Entryway
- Official Publication - Patriot News
- Official Depository – Sherburne State Bank, Becker, MN location and Minnesota Municipals Money Market (4M) Fund
- Designation of Legal Counsel, According to area of specialty – Couri & Ruppe, PLLC.



AGENDA ITEM

Orrock Town Board

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|--|------------------------------------|--------------------------|------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Reorg Agenda Item | Item No. 5E |
| Item Description: <i>Authorize the Treasurer to Make Electronic Funds Transfers (EFTs) – PERA Contributions, Payroll Withholding, Tax Deposits and between Town Banking Institutions</i> | Reviewed By: N/A | | |
| | Reviewed By: N/A | | |

ACTION REQUESTED

Motion to authorize the treasurer to make electronic funds transfers (EFFs) for PERA Contributions, Payroll Withholding, Tax Deposits and between Town Banking Institutions

BACKGROUND/DISCUSSION

Annually, the board must authorize the treasurer to make electronic fund transfers



AGENDA ITEM

Orrock Town Board

| | | | |
|--|------------------------------------|--------------------------|--------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Reorg Agenda Item | Item No. 5F-G |
| Item Description: <i>Authorize the Chair, Vice-Chair, Clerk and Treasurer as Authorized Signors on Town Banking Accounts & Authorized Signors and Accessors to the Township's Bank Safe Deposit Box.</i> | Reviewed By: N/A | | |
| | Reviewed By: N/A | | |

ACTION REQUESTED

- Motion to authorize the Chair, Vice-Chair, Clerk and Treasurer as authorized signors on town banking accounts
- Motion to Authorize Chair, Vice-Chair, Clerk and Treasurer as authorized signors and accessors to the Township's bank safe deposit box.

BACKGROUND/DISCUSSION

Annually, the board must authorize the signors on the town banking accounts



AGENDA ITEM

Orrock Town Board

| | | | |
|--|------------------------------------|--------------------------|------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Reorg Agenda Item | Item No. 5H |
| Item Description: <i>Review of Recurring Contracts</i> | | Reviewed By: N/A | |
| | | Reviewed By: N/A | |

ACTION REQUESTED

None

BACKGROUND/DISCUSSION

At the January meeting, the board is given a list of recurring contracts for review. The Audit Engagement Letter for year 2025 with Schlenner Wenner needs to be approved. The Park Use Agreement with Ann Lake Improvement Club is still in discussion. We will need to send out for quotes for tree trimming and brushing services.

| Contract | Partner | Contract Date | End Date | Renewal Terms | Notes |
|---|--|---------------|------------------|---|--|
| Adopt-A-Storm Drain Joint Powers Agreement | Sherburne County/SWCD | 2021.07.09 | n/a | Terminate by either party - 30 days written notice | |
| Assessment Services Agreement | Sherburne County | 2022.11.30 | 2027.06.20 | n/a | |
| Audit Engagement Letter FY 2025 | Schlenger Wenner | 2026.28.1 | after 2025 audit | n/a | 2025 Audit |
| Dog Catcher Agreement | Monticello Animal Control/Arrow's Heart Rescue | 2022.03.02 | n/a | 30-day notice to terminate | |
| Fire Protection Agreement | BLFD | 2023.01-01 | 2025.12.31 | Three year contract with automatic 1-year renewals 365 day term notice | Parties to meet annually to review |
| Fire Service Contract | ZLFD | 2023.01.03 | 2011.10.27 | Auto renew one-year terms, until terminated with 60 days' notice | Parties to meet annually to review |
| Handyman Services Contract | Darryl Waletzko | 2025.04.25 | 2026.04.22 | option to extend each year to a term of (5) years (2031 new contract) | Renew at April 2026 meeting |
| Amendment to Handyman Services Contract | Darryl Waletzko | 2021.04.28 | n/a | Amendment to Section 1 - rate \$65/hour | April 2021 Meeting |
| Cleaning Contract | Options, Inc. | 2025.12.17 | 2026.12.31 | | |
| Park Use Agreement | Ann Lake Improvement Club | n/a | n/a | n/a | Contract needs to be renegotiated. |
| Prosecution Agreement | Sherburne County | 2021.10.21 | n/a | n/a | In effect until termination by either party - 90 days' written notice to terminate |
| Road Maintenance Agreement | Town of Big Lake | 2019.10.30 | n/a | | In effect until termination by either party - 90 days' written notice to terminate |
| Road Maintenance Agreement | Livonia Township | 2018.12.26 | 2023.12.26 | Auto renew one-year terms, until terminated with 90 days' notice | Periodic Review every 2 yrs - next review Oct. 2026 |
| Road Maintenance Agreement Amended | Livonia Township | 2020.10.21 | n/a | | Oct 2020 meeting Corrections: P.2, #7 and #12 replaced 154th with 145th - completed |
| Snowplowing Contract for Services | Darryl Waletzko | 2023.11.01 | 2025.05.15 | two-year contract with option to extend each year to a term of (5) years (2023 new) | Option to renew agreement for the 2026-2027 season - April 2026 |
| Snowplowing Road Maintenance Agreement | Becker Township | 2018.05.21 | n/a | | Reviewed October 2024, review October 2026 |
| Snow Plowing Agreement to Snowplow Road - Pine Crest Estates West | Sand Dune Properties MN, LLC | 2023.09.26 | 2024.05.01 | | |
| Trimming/Brushing Services | Darryl Waletzko | 2024.08.28 | 2024.12.31 | None - RFQ | Send RFQ for 2026 |



Regular Monthly Meeting
Wednesday, December 18, 2025, 7:00PM

The Orrock Township Board met in regular session, on Wednesday, Dec. 18th, 2025 at Orrock Town Hall, 26401 180th Street NW, Big Lake, MN.

In attendance were Chair Anne Felber, Supervisors: Paul Ellinger, Bryan Adams, Dalton Keiderling and Peter Owen, Treasurer Kellie McConville and Clerk Shelley Erickson. Also, in attendance were Sergeant Alex Dehn, Township Engineer Kevin Kruger, Township Handyman Darryl Waletzko, Don Bellach of the Patriot News and 7 members of the audience.

A quorum was present and the meeting was called to order by Chair Anne Felber at 7:00 PM.

Call Meeting To Order And Pledge Of Allegiance

Chair Anne Felber called the meeting to order. The Pledge of Allegiance was recited.

Approval of December Meeting Agenda

The December meeting agenda was approved with no additions or corrections.

Motion to approve the December meeting agenda made by Supervisor Ellinger, seconded by Supervisor Keiderling. Motion carried unanimously.

Approve Consent Agenda

The consent agenda containing routine claims and December payroll was approved with no discussion.

Motion to approve the consent agenda made by Supervisor Owen, seconded by Supervisor Ellinger. Motion carried unanimously.

Sheriff's Report

Sergeant Dehn reported that the Sheriff's Office handled 138 calls for service within the township during the previous month. Notable incidents included:

- Three stop arm violations, with all drivers identified and addressed

December Regular Meeting – Wednesday Dec. 18, 2025 – 7:00PM

- Five thefts, with three being gas drive-offs at the Sand Dunes fuel station (all resolved with reimbursement)
- One theft of a hitch and mud flaps from a truck in a resident's driveway (no leads)
- One case reclassified as a civil matter
- Property damage at the gas station caused by a vehicle doing donuts, kicking up a rock that broke a window (driver identified, insurance information gathered)
- An abandoned motorcycle frame found at 253rd Avenue on 108th Street, likely stolen and dumped with serial numbers filed off
- One property damage accident at County Road 5 and 253rd Avenue with no injuries

Sergeant Dehn noted that colder weather might lead to issues on frozen lakes and asked if there were any questions or concerns to pass on to the Sheriff's Office.

Open Forum

There were no speakers for the open forum.

Approval of Meeting Minutes

The November monthly meeting minutes were approved with no changes or questions.

Motion to approve the November monthly meeting minutes made by Supervisor Keiderling, seconded by Supervisor Owen. Motion carried unanimously.

Regular Business

Ann Lake Beach – Update

Chair Felber and Supervisor Ellinger reported on their meeting with representatives from Ann Lake. The meeting went well, with both parties discussing their concerns and hopes. A follow-up meeting was canceled due to a snowstorm.

Chair Felber shared that maintaining the grounds (mowing, snow plowing, gravel, dirt, weed whipping) would cost approximately \$3,300-\$3,500 per year according to discussions with township handyman Darryl Waletzko. She also reported speaking with attorney Bob Ruppe who remembered the original 1999 Trail and Waterways Agreement with the DNR that provided concrete planks for the lake access with the understanding the township would maintain the property.

The board discussed several options:

1. Close the park completely
2. Keep it open and maintain everything according to the DNR agreement (4 AM to midnight access)
3. Keep it open part-time (summer only)

Attorney Ruppe advised that if the board chose options outside the DNR agreement terms, he would need to renegotiate with the DNR. He suggested a minimum budget of \$5,000 would be needed for park maintenance, which would require levy approval at the annual meeting.

The board discussed concerns about future costs, particularly potential repairs to the concrete planks, ownership liabilities, and dock responsibilities. Supervisor Ellinger was concerned about the township taking on these responsibilities and the potential long-term costs.

After extensive discussion, the board decided to:

1. Keep the park open
2. Maintain it year-round without snow plowing in winter
3. Continuing the current maintenance schedule, which includes grading the parking lot

Further details regarding amenities (outhouse, mowing, dock, building use) would be negotiated between the township and lake association.

Motion to keep Ann Lake Beach park open was made by Supervisor Adams, seconded by Supervisor Keiderling. Motion carried unanimously.

Motion to keep the park open year-round without snow plowing in winter made by Supervisor Adams, seconded by Supervisor Keiderling. Motion carried unanimously.

Motion to maintain the current parking lot maintenance schedule made by Supervisor Adams, seconded by Supervisor Ellinger. Motion carried unanimously.

Options 2026 Cleaning Contract – Discuss/Action

The board reviewed and approved the 2026 cleaning contract.

Motion to approve the Options 2026 cleaning contract made by Chair Felber, seconded by Supervisor Adams. Motion carried with Supervisor Ellinger abstaining due to conflict of interest.

January SCAT Meeting Meal Host Budget – Discuss/Action

The board discussed the budget for hosting the January Sherburne County Association of Townships (SCAT) meeting meal. The clerk noted that previous reimbursements for SCAT meetings had been around \$130-140. Supervisor Adams suggested a higher amount to allow flexibility.

Motion to approve a not-to-exceed budget of \$200 for the SCAT meeting meal made by Supervisor Adams, seconded by Supervisor Keiderling. Motion carried unanimously.

It was noted that the meeting would be held on January 21st and Supervisor Owen agreed to give a presentation about the township as is customary for the hosting township.

Security Camera Update – Discuss/Action

The clerk presented information about security camera blind spots and recommended updates. The proposal from Chris Johnson was to install a double-wide lens camera in front of the building and move the existing camera to cover the side door at a cost of \$1,177. The proposal also included glass break sensors for windows at the back of the building.

The clerk showed comparison photos demonstrating the blind spots in the current system. The board discussed whether the upgrade was necessary, with some members questioning if there had been any security issues to justify the expense. Chair Felber noted that there had been suspicious activity in the parking lot and that crime incidents had been increasing in the area generally.

After discussion about liability and protection of the township building, the board approved the security update.

Motion to install the recommended security updates not to exceed \$1,400 made by Chair Felber, seconded by Supervisor Owen. Motion carried unanimously.

2026 Local Board of Appeal and Equalization Meeting – Discuss/Action

The board discussed setting the date and time for the 2026 Local Board of Appeal and Equalization meeting. The proposed date was April 8th at 6 PM. The board briefly discussed whether to start at 6:30 PM instead but decided to keep the 6 PM time.

Motion to hold the Local Board of Appeal and Equalization meeting on April 8th at 6 PM made by Supervisor Ellinger, seconded by Supervisor Owen. Motion carried unanimously.

Ducks Unlimited Wigeon Chapter #309 Application for Gambling Permit – Discuss/Action

The board approved the gambling permit application for Ducks Unlimited Wigeon Chapter #309.

Motion to approve the gambling permit application made by Supervisor Ellinger, seconded by Supervisor Keiderling. Motion carried unanimously.

Roads

West Eagle Lake Rd Improvements - Update

An update was provided on the West Eagle Lake Road Improvements. Plans and specifications would be approved and advertised. The bid opening was scheduled for January 21st, with award expected at the January 28th meeting.

The project would include an alternate bid for two gravel roads, giving the board flexibility to award or not award that portion.

After discussion and clarification about which roads would be included in the base bid versus alternates, the board decided to include the extension of 188th Street in the main bid due to drainage issues and safety concerns.

Motion to include the 188th Street extension in the main bid made by Supervisor Ellinger, seconded by Supervisor Owen. Motion carried unanimously.

Sign Repair - Update

It was reported that the correct parts had finally been received for sign repairs. Darryl Waletzko would be completing the repairs next week.

Culverts, Weight Limits and Speed Limit Signs Maps – Information

The board reviewed information about culverts, weight limits, and speed limit sign maps. The only discrepancies found were with culverts, with some missing from township maps. One culvert was identified as not on the map, and several culverts or catch basins in an HOA area across from Saint Francis were not marked. It was noted that after the roads clear in spring, these would be marked to update the maps.

No changes were reported regarding weight limits or speed limit signs.

Resolution 2025-8 Resolution Temporarily Closing Certain Town Roads During Winter Months – Discuss/Action

The board considered Resolution 2025-8 to temporarily close certain town roads during winter months, specifically a portion of 180th Street Northwest west south of 262nd Avenue Northwest.

Motion to approve Resolution 2025-8 temporarily closing certain town roads during winter months made by Supervisor Ellinger, seconded by Supervisor Adams. Motion carried unanimously.

Board Business/Updates – Committee Reports

Adams

Supervisor Adams reported attending the Annual MAT Conference but expressed disappointment that many distributors didn't show up, possibly due to weather. The acoustics were poor, the PA system was inadequate, and many speakers didn't use the microphone properly, making it difficult to hear.

Ellinger

Nothing to report.

Felber

Chair Felber reported that Supervisor Owen would cover the January 15th joint meeting with Big Lake. She thanked the board for their cooperation during the year, noting it had been the best year she'd seen for board cooperation and getting work done. She expressed appreciation for the mentorship from Supervisors Ellinger and Adams for new board members, and the overall collaborative spirit of the board.

Owen

Supervisor Owen reported implementing a road maintenance log in Teams with the clerk that records all phone calls, emails, and other communications about road issues. This improves communication and tracking of concerns, including residents' addresses, the nature of concerns, priority levels, and actions taken.

He also reported discussions with neighboring townships about snow plowing policies, finding that while they all have similar 2-inch trigger policies, other townships tend to plow after every snow event regardless of accumulation. Owen noted that Orrock Township had plowed 4-5 times so far, while neighboring townships had done 10-12 plowings.

Owen also mentioned discussions with Becker Township regarding 190th Street, reporting that Becker was surprised their engineer hadn't attended a scheduled meeting. The Becker Township road representative indicated they would "rattle some cages" about it. The 190th Street project is being pushed back to 2027 due to right-of-way acquisition issues.

Keiderling

Nothing to report.

Treasurer Business

Cash Control Statement and Investment Update - Approve

The Treasurer presented the cash control statement showing deposits and interest for the month. She requested transfers of \$458,651.24 from checking to money market and \$165.03 from checking to the debit card account.

The Treasurer also noted that the bank was offering a 5-month CD special at 3.85% interest, a 13-month CD at 3.4%, or traditional CDs with much lower rates. After discussion, the board decided to maintain status quo by keeping funds in the money market account rather than locking them into CDs, as the difference in interest would be minimal (approximately \$500) and they wanted to maintain flexibility.

Motion to approve the cash control statement and investment update made by Supervisor Ellinger, seconded by Supervisor Keiderling. Motion carried unanimously.

Treasurer's Report - Approve

The Treasurer presented the report showing general funds and their availability. Supervisor Adams noted that the general fund balance of \$376,000 was higher than the typical \$150,000 and suggested possibly transferring some to the Road and Bridge fund as had been done in the past. It was decided to address this when preparing the new budget in the coming months.

Motion to approve the Treasurer's report made by Supervisor Adams, seconded by Supervisor Keiderling. Motion carried unanimously.

Report of November Sherburne State Bank Securities Pledge Validation – Review

The Treasurer reported that all bank balances were properly secured and covered by pledges, which she signs as needed.

Additional Claims – Approve

The Treasurer reported no additional claims.

Additional Disbursements Not Paid Through Claims Process - Approve

The Treasurer presented a Cisco WebEx payment made on the credit card last month that now had receipts available for approval.

Motion to approve the Cisco WebEx payment made by Supervisor Adams, seconded by Supervisor Ellinger. Motion carried unanimously.

Announcements

The Clerk announced:

- January Board Meeting/Reorganizational Meeting on Wednesday, January 28th at 7 PM
- Joint Community Meeting on Thursday, January 15th, 2026, at 6 PM at the Big Lake City Council Chambers
- Sherburne County SCAT Meeting on Wednesday, January 21st with meal at 6 PM and meeting at 7 PM at the Sherburne History Center
- Changes to the Municipal Yard Waste sites starting January 1st, with information posted on the township website and Facebook page, including the need for residents to reset their waste cards

Adjournment

Motion to adjourn made by Supervisor Ellinger, seconded by Supervisor Owen. Motion carried unanimously.

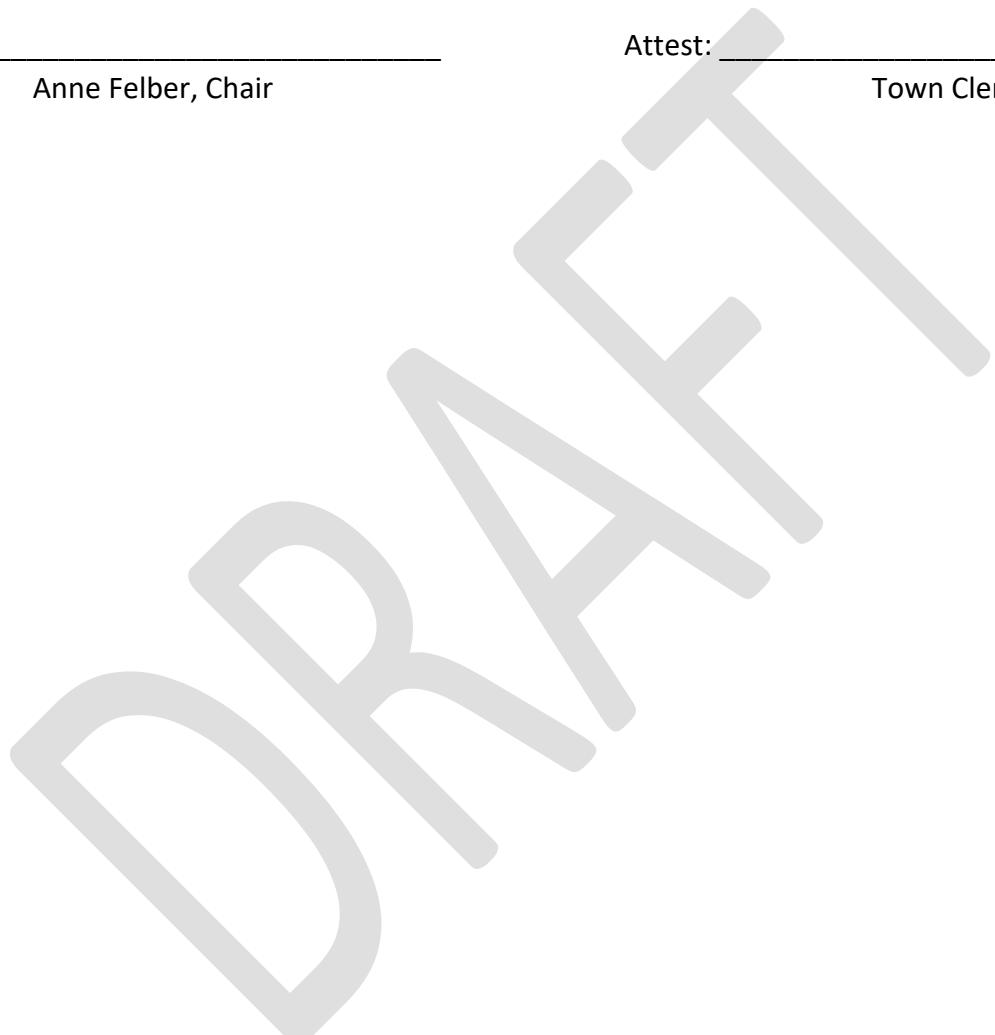
The meeting Adjourned at 8:40 PM.

December Regular Meeting – Wednesday Dec. 18, 2025 – 7:00PM

Respectfully Submitted,
Shelley Erickson
Orrock Township Clerk

Accepted on this **28th day of January 2026**, by the Orrock Township Board of Supervisors.

Anne Felber, Chair

Attest: 

Town Clerk



AGENDA ITEM

Orrock Town Board

| | | | |
|--|------------------------------------|----------------------------|------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Regular Agenda Item | Item No. 8A |
| Item Description: Call for Board of Audit Meeting – February Regular Meeting | | Reviewed By: N/A | |
| | | Reviewed By: N/A | |

ACTION REQUESTED

Motion to call for the Board of Audit meeting to be held at the February regular meeting on February 25, 2026.

BACKGROUND/DISCUSSION

- At least once a year the town board must sit as the board of audit to audit and settle all charges against the town. Minn. Stat. § 366.20. The meeting must be between the close of the fiscal year and one week before the annual town meeting.
- Many of the duties that must be performed at the annual board of audit under Minn. Stat. § 366.21 are a culmination of the activities performed by the board at each regular meeting. When the board examines each account or claim presented for payment, it is performing a part of the duties of the board of audit. The board need not reexamine each claim in detail at the annual board of audit. However, the board of audit should randomly select claims.



AGENDA ITEM

Orrock Town Board

| | | | |
|--|------------------------------------|----------------------------|------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Regular Agenda Item | Item No. 8B |
| Item Description: Schlenner Wenner Audit Engagement Letter | | Reviewed By: N/A | |
| | | Reviewed By: N/A | |

ACTION REQUESTED

Motion to approve and sign the Schlenner Wenner Audit Engagement Letter

BACKGROUND/DISCUSSION

The Audit Arrangement Letter (Engagement Letter) needs to be approved for the year ending December 31, 2025 audit. The estimated audit fees are \$21,000.

- i. The audit has begun. Clerk and Treasurer are receiving requests for documentation.
- ii. Field audit is scheduled for May 11-13, 2026

ATTACHMENTS

Audit Engagement Letter For Year 2025

Schlenger Wenner & Co.
630 Roosevelt Rd. St. 201
St. Cloud MN 56301

January 19, 2026

Attn: Township Board
Orrock Township
Orrock, MN

Dear Members of Governance,

The purpose of this letter (the Engagement Letter) is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the Orrock Township (the Township).

Services and Related Report

We will audit the financial statements of the Township, as of and for the year ended December 31, 2025, and the related notes to the financial statements. Upon completion of our audit, we will provide the Township with our audit report on the financial statements and supplementary information referred to below. If, for any reasons caused by or relating to the affairs or management of the Township, we are unable to complete the audit or are unable to or have not formed opinions, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The objective of a financial statement audit is the expression of an opinion on the financial statements.

We will be responsible for performing the audit in accordance with auditing standards generally accepted in the United States of America (GAAS). The audit will include tests of accounting records and other procedures we consider necessary to enable us to express such an opinion and to render the required reports.

As part of an audit in accordance with GAAS we exercise professional judgment and maintain professional skepticism throughout the audit. We will also:

1. Identify and assess the risks of material misstatement of the financial statements and supplementary information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
2. Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements and supplementary information, including the disclosures, and whether the financial statements and supplementary information represent the underlying transactions and events in a manner that achieves fair presentation.
3. Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements and supplementary information, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statements presentation. Our audit does not relieve management or those charged with governance of their responsibilities. Our audit is limited to the period covered by our audit and does not extend to any later periods during which we are not engaged as auditor.

The audit will include obtaining an understanding of the Township and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and supplementary information and to determine the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management or those charged with governance internal control matters that are required to be communicated under professional standards.

As part of obtaining reasonable assurance about whether the financial statements and supplementary information are free of material misstatement, we will perform tests of the Township's compliance with the provisions of applicable laws, regulations, contracts and agreements, including grant agreements.

We are also responsible for determining that those charged with governance are informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements and supplementary information or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that those charged with governance receive copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants (AICPA).

The audit will not be planned or conducted in contemplation of reliance by any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. for the preparation and fair presentation of the financial statements and supplementary information in accordance with accounting principles generally accepted in the United States of America;
2. to evaluate subsequent events through the date the financial statements are issued. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. for the design, implementation, establishment, and maintenance of effective internal controls relevant to the preparation and fair presentation of financial statements and supplementary information that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met;

4. to provide us with

- access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements and supplementary information such as records, documentation, and other findings;
- additional information that we may request from management for the purpose of the audit; and
- unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

5. for informing us of its views about the risks of fraud within the entity, and its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers, vendors, customers or others.

Management is responsible for the preparation of the required supplementary information which accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements.

You are responsible for the preparation of the supplementary information in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. You further agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for (i) adjusting the financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that the Township complies with the laws and regulations applicable to its activities.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit.

Required Supplementary Information

Accounting standards generally accepted in the United States of America provide for certain Required Supplementary Information (RSI) to supplement the Township's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Township's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

We have been engaged to report on supplementary information that accompanies the Township's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS.

Content of Audit Opinion

We will issue a written report upon completion of our audit of the Orrock Township's financial statements. Our report will be addressed to the members of governance of the Orrock Township. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

If we conclude that a modification to our opinion on the financial statements and supplementary information is necessary, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form, or have not formed, an opinion on the financial statements and supplementary information, we may withdraw from the audit before issuing an auditor's report or we may disclaim an opinion on the financial statements and supplementary information. If this occurs, we will communicate the reasons and provide you details of any misstatements identified during the audit.

Report on Key Audit Matters

You have not engaged us to report on key audit matters.

Use and Distribution of Our Report

The examination of the financial statements and supplementary information and the issuance of our audit opinion are solely for the use of Orrock Township and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these financial statements and supplementary information and we accept no responsibility for their use by any third party.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us.

Records and Assistance

If circumstances relating to the condition or availability of your records were to arise during the course of our work which in our professional judgment prevent us from completing the engagement, we will notify you promptly. In such a situation, we retain the unilateral right to take any course of action permitted by professional standards, including withdrawal from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Township's books and records. The Township will determine that all such data, if necessary, will be so reflected. Accordingly, the Township will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Township personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Shelley Erickson, Clerk. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

This assistance will facilitate our work and will help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or withdraw from the engagement.

Working Papers

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the engagement are the property of our firm, constitute confidential information and will be retained by us in accordance with our firm's policies and procedures.

Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable Schlenner Wenner & Co. policies, and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an Access & Release Letter substantially in Schlenner Wenner & Co.'s form. Schlenner Wenner & Co. reserves the right to decline a successor auditor's request to review our workpapers.

As used herein, "Confidential Information" means, information in any form, oral, graphic, written, electronic, machine-readable or hard copy consisting of: (i) any nonpublic information provided by the disclosing party, including, but not limited to, all of its inventions, designs, data, source and object code, programs, program interfaces, know-how, trade secrets, techniques, ideas, discoveries, marketing and business plans, pricing, profit margins and/or similar information; (ii) any information that the disclosing party identifies as confidential; or (iii) any information that, by its very nature, a person in the same or similar circumstances would understand should be treated as confidential, including, but not limited to, this Engagement Letter.

As used herein, the term "Confidential Information" will not include information that: (i) is publicly available at the time of disclosure by the disclosing party; (ii) becomes publicly available by publication or otherwise after disclosure by the disclosing party, other than by breach of the confidentiality obligations set forth herein by the receiving party; (iii) was lawfully in the receiving party's possession, without restriction as to confidentiality or use, at the time of disclosure by the disclosing party; (iv) is provided to the receiving party without restriction as to confidentiality or use by a third party without violation of any obligation to the disclosing party; or (v) is independently developed by employees or agents of the receiving party who did not access or use the disclosing party's Confidential Information.

For the purposes of this Engagement Letter, the term "Audit Documentation" shall mean the confidential and proprietary records of Schlenner Wenner & Co.'s audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Audit Documentation shall not include custom-developed documents, data, reports, analyses, recommendations, and deliverables authored or prepared by Schlenner Wenner & Co. for the Township under this Engagement Letter, or any documents belonging to the Township or furnished to Schlenner Wenner & Co. by the Township.

File Inspections

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm's standards. File reviewers are required to maintain confidentiality of client information.

Governing Legislation

This engagement letter is subject to and governed by the laws of MN and will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any issue arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Indemnification

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us or resulting from any actions against us by third parties relying on the financial statements described herein except for our own intentional wrongdoing.

Dispute Resolution

You agree that:

1. Any dispute that may arise regarding the meaning, performance or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation;
2. You will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement; and
3. The results of any such mediation should be binding only upon the agreement of each party to be bound. The costs of any mediation proceeding should be shared equally by the participating parties.

Time Frames

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed upon time frames. However, we should not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the Orrock Township of its obligations.

Estimated Fees

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement plus directly billed expenses, including report processing, travel, meals, and fees for services from other professionals. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from Township personnel
2. Timely responses to our inquiries
3. Timely completion and delivery of client assistance requests
4. Timely communication of all significant accounting and financial reporting matters
5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Our fees are based on the time required by the individuals assigned to the engagement. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

If there are issues with the accuracy of accounting records, additional charges will apply at our standard hourly rates.

Our estimated fees for the services described in this letter are as follows:

| <u>Service</u> | <u>Amount</u> |
|---------------------------|---------------|
| Financial Statement Audit | \$21,000 |

Use of Subcontractors and Third-Party Products

We may use qualified third-party service providers to support our professional services. This may require sharing your Confidential and Personal Information, which will be protected by written confidentiality agreements. You acknowledge that such use may involve processing and storing your data—including outside the U.S. and our infrastructure. We remain responsible for the performance of third-party service providers under this Engagement Letter, subject to its limitations.

We may also use third-party hardware, software, or products ("Third-Party Products"), which may process your data—including Confidential and Personal Information—within their own infrastructure, potentially outside the U.S. You agree that the terms of the applicable end-user license agreements ("EULAs") govern data handling and service levels. You consent to the disclosure of your data to these licensors, who may use it for analytics, benchmarking, marketing, and other business purposes.

If we provide you access to a Third-Party Product, you agree to comply with its EULA and are solely responsible for any misuse or violations by you or your users. You agree to indemnify Schlenner Wenner & Co. against any resulting claims or liabilities. You acknowledge that Third-Party Products may experience issues beyond our control, such as outages or delays. We are not liable for any resulting damages, data loss, or unauthorized disclosures.

As used herein, the term "Personal Information" means any personal information, as may be defined by applicable privacy, data protection, or cybersecurity laws, that directly or indirectly identifies a natural person, and includes, but is not limited to, nonpublic, personally identifiable information such as Social Security numbers, Social Insurance numbers, driver's license numbers or government-issued identification card numbers, and health information.

Termination

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Engagement Letter. We will not be liable to you for any loss, damage, or expense arising out of or from, or relating to, such termination or suspension of our services.

Either party may terminate this Engagement Letter for any reason upon fifteen (15) days' prior written notice to us. In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

Either party may terminate this Engagement Letter upon written notice if: (i) circumstances arise that in its judgement would cause its continued performance to result in a violation of law, a regulatory requirement, a legal process, a contractual obligation with a third party, applicable professional or ethical standards, or in the case of Schlenner Wenner & Co., our client acceptance or retention standards; or (ii) if the other party or any director, executive, partner, or principal thereof, is placed on a Sanctioned List (as defined herein), or if any director or executive of, or other person closely associated with such other party or its affiliate, is placed on a Sanctioned List (as defined herein).

As used herein "Sanctioned List" means any sanctioned person or entity lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the Consolidated Canadian Autonomous Sanctions List, the United Nations Security Council, the European Union, and United Kingdom.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred.

Other Services

In addition to the audit services referred to above, we will, as allowed by the AICPA Code of Professional Conduct, perform nonattest services as required. Our nonattest services will encompass the following activities:

- Preparation of the Township's financial statements and related GASB 34 conversion entries
- Assistance with cash to accrual journal entries as necessary
- Preparation and submission of the Annual Reporting Form for the Office of the State Auditor (billed separately)

None of these nonattest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*.

Schlenner Wenner & Co. will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

You agree to:

- Provide the information necessary to complete these nonattest services on a timely basis;
- Assume all management responsibilities for the nonattest services we provide;
- Oversee the services, by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience;
- Evaluate the adequacy and results of the services performed; and
- Accept responsibility for the results of the services.
- Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services performed.
- Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Use of Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

1. you represent to us that management has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
2. we will hold all personal information in compliance with our firm's policies.

Other documents

GAAS requires that we read any annual report that contains our audit report. The purpose of this procedure is to consider whether other information in the annual report, including the manner of its presentation, is materially inconsistent with information appearing in the financial statements. We assume no obligation to perform procedures to corroborate such other information as part of our audit.

If you intend to reproduce or publish the financial statements, and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

Any official statements issued by the Township must contain a statement that indicates that we are not associated with the official statement, unless you have asked us for a revised opinion or to review the official statement prior to issuance.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Communications

In connection with this engagement, we may communicate with you or others via telephone, facsimile, post, courier and email transmission. As all communications can be intercepted or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this engagement. In that regard, you agree that we should have no liability for any loss or damage to any person or entity resulting from: communications, including any consequential, incidental, direct or indirect; special damages, such as loss of revenues or anticipated profits; or disclosure or communication of confidential or proprietary information.

Miscellaneous

We may mention your name and provide a general description of the engagement in our client list and marketing materials.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves Schlenner Wenner & Co. and is subsequently employed by or associated with a client in a key position. Accordingly, you agree to compensate us for any additional costs incurred as a result of your employment of one of our partners, principals or employees.

Any term of this Engagement Letter that would be prohibited by or impair our independence under applicable law or regulation shall not apply, to the extent necessary only to avoid such prohibition or impairment.

Conclusion

This engagement letter includes the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to you.

Yours truly,



Jonathan Archer, CPA
Partner
Schlenner Wenner & Co.

Acknowledged and agreed on behalf of the Orrock Township by:

Signature

Date

Name/Title (Printed)



AGENDA ITEM

Orrock Town Board

| | | | |
|---|------------------------------------|----------------------------|------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Regular Agenda Item | Item No. 8C |
| Item Description: Ann Lake Beach DNR Proposal | Reviewed By: N/A | | |
| | Reviewed By: N/A | | |

ACTION REQUESTED

Discussion

BACKGROUND/DISCUSSION

Chair Felber has information concerning Ann Lake Beach and the DNR.



AGENDA ITEM

Orrock Town Board

| | | | |
|--|------------------------------------|----------------------------|------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Regular Agenda Item | Item No. 8D |
| Item Description: 2026 Twp Comment Memo Veterinary Clinic Amendment | | Reviewed By: N/A | |
| | | Reviewed By: N/A | |

ACTION REQUESTED

Discussion

BACKGROUND/DISCUSSION

This is a proposed ordinance amendment by Dr. Ashley Ann Anderson DVM, owner of Triple A Equine PLLC. This ordinance amendment is to establish a new Interim Use Permit into Sherburne County for Veterinary clinics. This use has not existed in Sherburne County Zoning Ordinance and the county is looking for the Town Board's feedback.

ATTACHMENTS

Memo with proposed ordinance
Comments and Question Form



Planning and Zoning Administration
Sherburne County Government Center
13880 Business Center Drive
Suite 100
Elk River, MN 55330-4668
zoning@co.sherburne.mn.us
(763) 765-4450

MEMORANDUM

Date: January 20, 2026
To: Sherburne County Township Clerks
From: Marc Schneider, Sherburne County Assistant Zoning Administrator
Subject: Proposed Amendment to Zoning Ord. Sections 7 Agricultural, 8 General Rural and 10 Commercial, Subdivision 4 Interim Uses and Section 16.2 Interim Use Permits, Subdivision 5 Conditions: Veterinary Clinics

This memo provides a brief overview of a proposed amendment to the Sherburne County Zoning Ordinance, specifically:

- Section 7 – Agricultural District, Subdivision 4: Interim Uses
- Section 8 – General Rural District, Subdivision 4: Interim Uses
- Section 10 – Commercial District, Subdivision 4: Interim Uses
- Section 16.2 – Interim Use Permits, Subdivision 4: List of Interim Uses

Proposed Zoning Ordinance Amendment – Add “Veterinary Clinics” to the list of Interim Uses.

The Planning and Zoning Department has received a request to amend the ordinance to include “Veterinary Clinics” as a listed interim use within the Agricultural, General Rural and Commercial Zoning Districts. This use is not currently permitted under the existing ordinance.

The request was submitted by Dr. Ashley Ann Anderson DVM, owner of Triple A Equine PLLC, who is seeking to establish this use formally within the County’s zoning framework. According to the applicant, this amendment would support a commonly needed service that is currently unaddressed in the ordinance.

Next Steps:

- A draft ordinance is attached for your review along with supporting documents from the application.
- A public hearing on the proposed amendment has not been scheduled but will likely be February 19 or March 19.
- Following the hearing, staff will present the Planning Advisory Commission’s recommendation to the County Board of Commissioners.

If your Town Board would like to provide input, you are welcome to:

- Attend the public hearing, or
- Submit comments using the enclosed form, directed to my attention at:
marc.schneider@co.sherburne.mn.us



Planning and Zoning Administration
Sherburne County Government Center
13880 Business Center Drive
Suite 100
Elk River, MN 55330-4668
zoning@co.sherburne.mn.us
(763) 765-4450

Township Comment Form

Please return to marc.schneider@co.sherburne.mn.us

Date: _____

Township: _____

Proposed Ordinance: **Veterinary Clinics Farm Amendment**

Question for Town Board: Does the Town Board agree with the proposed ordinance?

Yes

No

Changes Needed (please specify)

Comments or Questions: _____



UNDER THE REQUIREMENTS OF THE
ORDINANCES OF SHERBURNE COUNTY, MINNESOTA
APPLICATION IS HEREBY MADE FOR:



ORD NO

APPLICATION NUMBER: 25-1597

DATE RECORDED:

APPLICATION DATE: 09/18/2025

DOC. NUMBER:

RECEIPT #:

APPLICATION FEE: \$496.00

DATE PAID:

FEE NOTES:

APPLICANT:

Dr. Ashley Anderson Nokk
25355 189th St NW
Big Lake, MN 55309

PHONE: 701-388-2588

E-MAIL: tripleaequine@gmail.com

OWNER: NOKK, ERIC & ANDERSON, ASHLEY
25355 189TH ST NW
BIG LAKE MN 55309

OTHER CONTACTS:

SHERBURNE COUNTY, MINNESOTA

PID: 35-00018-3401

OTHER PARCELS:

PLAT NAME:

DEEDED ACRES: 5.01

LEGAL:

PARCEL 5 E 460 FT OF SW 1-4 LYING S OF N

TOWNSHIP NAME:

SECTION: 18

TOWNSHIP: 34

RANGE: 27

OVERLAY ZONING DISTRICT:

PROPERTY ADDRESS: 25355 189th St NW

ZONING DISTRICT:

Big Lake 55309

SHORELAND:

DATE OF LAST SEPTIC ACTION: 11/03/2018

NON-RIPARIAN:

COMPLIANT SEPTIC: --

MISCELLANEOUS NOTES:

SEPTIC INFO:

UPG 5/12/2004 NEW 05-21-1993

EXPLANATION OF REQUEST AND ACTIONS TAKEN:

Request Amendment to Zoning Ordinance Section 7, Subd 4 to add Veterinary Clinic as an Interim Use in the Agricultural District, Amend Section 8, Subd 4 to add Veterinary Clinic as an Interim Use in the General Rural District, Amend Section 16.2, Subd 4, List of Interim Uses to add Veterinary Clinic as an Interim Use

APPLICATION IS:

APPROVED:

DENIED:

WITHDRAWN:

EXPIRED:

ZONING ADMINISTRATOR:

DATE: //

REVIEWED BY:

COPY OF FINAL ACTIONS MAILED TO APPLICANT: //

IUP Text Amendment Request

Requirements

A document containing the following:

- Name of ordinance to be amended **Sherburne County Zoning Ordinance ORD-002**
- Ordinance section and subdivision # **Section 8 General Rural District, Subdivision 4 Interim Uses and Section 16.2 Interim Use Permits, Subdivision 4 List of Interim Uses**
- Proposed text amendment **Veterinary clinic where animals can receive medical care.**
- Reason for requested change **Requesting addition for veterinary clinic under agricultural IUP since it currently does not exist**
- How this change will affect other areas of the ordinance **Veterinary clinics should be categorized under the Agricultural Zoning Districts**
- How this change in text will be compatible with the comprehensive plan **Policy 16 states "It is the County's directive to support home extended businesses that do not negatively impact the environment, general character of the neighborhood, or existing commercial/ industrial districts."**

SECTION 16.2 – INTERIM USE PERMITS

This section presents the conditions that must be met for each possible Interim Use listed in the various Zoning Districts.

The procedure for review and approval of an Interim Use Permit is presented in Section 18 of this Ordinance, Administration and Enforcement.

Subdivision 4: List of Interim Uses:

1. Activities Requiring Rural Isolation
2. Asphalt & Concrete Mixing Plants, Portable
3. Auction Business
4. Automobile mechanical and / or body repair shop
5. Bed & Breakfast
6. Business selling vehicles, boats or farm implements
7. Campgrounds, Recreational
8. Cannabis Businesses
9. Contractors' Yard
10. Home Business in an Accessory Building
11. Manufactured Home, Farm Related (temporary seasonal),
12. Manufactured Home, Farm Related (temporary year-around)
13. Manufactured Home (temporary), for Parents, Grandparents, Children, Sisters or Brothers by Blood or Adoption
14. Miniature golf Course / archery / Driving Range
15. Mining
16. Occasional Special Event
17. Planned Unit Development (Highway)
18. Recreational activity
19. Rural Tourism
20. Seasonal or temporary businesses
21. Slaughterhouse activities (see Section 16.1)
22. Solar Farm
23. Solar Farm Related Business
24. Temporary Tire and/or Waste Collection and/or Recycling Operations
25. Temporary Start-Up Business
26. Temporary Use by Government Entities
27. Used vehicle parts or scrap material yard
28. **Veterinary Clinics**
29. Yard Waste Composting

Subdivision 5: Conditions:

28. Veterinary Clinics, provided:

A. Minimum Lot Size:

1. 5 acres for a companion/small animal veterinary clinic treating dogs, cats, exotics (rabbits, rodents, reptiles, birds/parrots)
2. 5 acres for an equine, large animal and/or mixed animal veterinary clinic treating horses, donkeys, sheep, goats, llamas, cattle, pigs, chickens/poultry, dogs, cats, exotics (rabbits, rodents, reptiles, birds/parrots).

B. The business must be located on the homesteaded property of the business owner, and the applicant must be a veterinarian who is licensed in the state of Minnesota and copy of the license provided to the County.

C. Description of services provided by visiting professionals and occurrence of visits.

D. Number of employees established as part of the Interim Use Permit.

E. Site Plan that includes the following:

1. Designated vehicle and trailer parking areas
2. Location of outdoor treatment areas
3. Proposed driveway access and approval from Road Authority
4. Buildings used for business activity

F. Performance Standards:

1. Proposed days and hours of operation
2. Show proof of compliance with the Minnesota Pollution Control Agency as a regulated Infectious Waste Generator.
3. Demonstrate compliance with Sherburne County Private and Commercial Kennel Licensing Ordinance #134 if applicable.
4. Provide quarantine protocols for sick animals.
5. Provide plans for disposal of deceased animal.
6. Fencing, buffers and setbacks for animals kept outdoors:

- a. Dog/canine containment plans: proposed permanent fencing with

latching gates.

- b. Horse/equine or livestock containment plans: proposed permanent fencing with latching gates
- c. Setback: 10 feet inside of property lines for fences
- d. Required setbacks from property lines for all business-related activities – 10 feet inside of property lines

- 7. Demonstrate compliance with Sherburne County's Subsurface Sewage Treatment System Program for all proposed wastewater generated by the business.
- 8. Provide a manure management plan that is compliant with MN Rule 7020.2100
- 9. Compliance with State Buildings Code for structures used in connection with business activity.
- 10. Compliance with any applicable County or State feedlot regulations.



AGENDA ITEM

Orrock Town Board

| | | | |
|--|------------------------------------|---|------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Regular Agenda Item | Item No. 9A |
| Item Description: West Eagle Lake Improvement Project Bids | | Reviewed By: Kevin Kruger, Road Engineer | |
| | | | Reviewed By: N/A |

ACTION REQUESTED

Discussion

BACKGROUND/DISCUSSION

Bid opening for the road improvements project is on January 27th at 2:00 PM via a Zoom meeting link. Township Engineer Kevin Kruger is suggesting that we wait until February to award the project as the final bids will come in late Tuesday afternoon.



AGENDA ITEM

Orrock Town Board

| | | | |
|---|------------------------------------|--|------------------------------|
| Prepared By: Shelley Erickson | Meeting Date: 01/28/2026 | Regular Agenda Item | Item No. 9B |
| Item Description: Taggart ROW Agreement | | Reviewed By: Peter Owen, Road Authority | |
| | | | Reviewed By: N/A |

ACTION REQUESTED

Discussion

BACKGROUND/DISCUSSION

After meeting with Mr. John Taggart, we discussed a driveway agreement. We need to send him a letter with the new details.

ATTACHMENTS

Proposed Letter

2026 Spring Short Courses

MAT's Spring Short Courses are one-day, in-person workshops held statewide each spring, designed to give township officers the tools and knowledge they need for effective local governance. Each event, which takes place from 8 AM to 3 PM, will have breakouts for Clerks/Treasurers, Supervisors, and New Officers.

All registration is on-site and the cost is \$75/officer which covers materials and meals.

8:00 AM: Registration opens and light breakfast available

9:00 AM: Sessions begin – breakouts for Supervisors, Clerks & Treasurers, and New Officers

12:00: Lunch (provided)

1:00: Sessions continue - breakouts for Supervisors, Clerks & Treasurers, and New Officers

3:00: Conclusion

Winona area on Monday, March 16, 2026: Riverport Event Center, 900 Bruski Drive, Winona, MN 55987

Rochester area on Tuesday, March 17, 2026: Rochester Event Center, 7333 Airport View Drive SW, Rochester, MN 55302

Mankato area on Wednesday, March 18, 2026: Mayo Clinic Health System Event Center, 1 Civic Center Plaza, Mankato, MN 56001

Windom area on Thursday, March 19, 2026: Windom Community Center, 1750 Cottonwood Lake Dr, Windom, MN 56101

Granite Falls area on Friday, March 20, 2026: Prairie's Edge Casino, 5616 Prairies Edge Ln, Granite Falls, MN 56241

Brainerd area on Monday, March 23, 2026: Breezy Point Resort, 9252 Breezy Point Dr, Breezy Point, MN 56472

St. Cloud area on Tuesday, March 24, 2026: Holiday Inn and Suites, 75 37th Ave, St Cloud, MN 56301

Arlington area on Wednesday, March 25, 2026: Arlington Event Center, 204 Shamrock Dr, Arlington, MN 55307

Willmar area on Thursday, March 26, 2026: Willmar Conference Center, 2100 Highway 12 E, Willmar, MN 56201

Alexandria area on Friday, March 27, 2026: Arrowwood Resort & Conference Center, 2100 Arrowwood Ln, Alexandria, MN 56308

Mahnomen area on Monday, March 30, 2026: Shooting Star Casino, 777 S Casino Rd, Mahnomen, MN 56557

Thief River Falls area on Tuesday, March 31, 2026: Ralph Engelstad Arena, 525 Brooks Ave, Thief River Falls, MN 56701

Bemidji area on Wednesday, April 1, 2026: The Sanford Center, 1111 Event Center Dr NE, Bemidji, MN 56601

Grand Rapids area on Thursday, April 2, 2026: Sugar Lake Lodge, 37584 Otis Ln, Cohasset, MN 55721

Duluth area on Friday, April 3, 2026: **NEW LOCATION:** Black Bear Casino Resort, 1785 MN-210, Carlton, MN 55718