



Regular Meeting and Board of Audit  
Wednesday February 26, 2025 - 7:00PM

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The Orrock Township Board met in regular session, on Wednesday February 26, 2025 at the Orrock Town Hall, 26401- 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Anne Felber, Supervisors Bryan Adams, Paul Ellinger, Dalton Keiderling, Peter Owen, Clerk Shelley Erickson and Deputy Clerk Francine Larson. Also, in attendance were Gary Goldsmith – Consultant, Darryl Waletzko - Town Contractor, Town Engineer Kevin Kruger, Sergeant Derek Barret & Sergeant Alex Dehn and 4 audience members.

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

#### **Meeting Agenda Approval**

A motion was made to move the Sheriff's Annual Report before the regular Sheriff's report, since he had arrived sooner than he expected and needed to leave.

*Motion to accept the agenda change was made by Dalton Keiderling and seconded by Peter Owen. The motion passed unanimously.*

#### **Approval Consent Agenda**

##### **Treasurer's Consent Items**

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

##### **A. Routine Claims**

The amount of January 2025 routine claims was \$56,918.51

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

##### **B. Supplemental Claims**

The amount of January 2025 supplemental claims was \$46.11.

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

##### **C. Payroll Claims – January 2025**

The January payroll claims were in the amount of \$4622.50

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

*Motion to accept the consent agenda was made by Bryan Adams and seconded by Paul Ellinger. The motion passed unanimously.*

#### **Sheriff's Annual Report**

Seargent Barret joined us to present the 2024 Annual Orrock Township Report through the use of a PowerPoint presentation. He reported that the total calls for service and arrests were

slightly higher in 2024 than in 2023. Serious criminal activity such as assault and theft have risen. There's a new Back- up Dispatch Center in Zimmerman. Nine officers retired in 2024. K-9 Deputy Jax retired and will be living a relaxing life with his handler. K-9 Deputy Bane has been in training and will begin in March of this year. The Emergency Response Unit took home top honors at the MN Tactical Officers Association Conference in October. Our Sherburne County officers are very involved with the community and do a great job of community outreach. After his presentation he introduced Sergeant Alex Dehn to the board.

### **Sheriff's Report**

Sgt. Alex Dehn introduced himself as the new representative for Orrock Township. He mentioned his experience with patrol, the drug task force, emergency response unit, and as a firearms instructor. Sgt. Dehn provided the monthly numbers for January, noting it was typically a quiet month. He reported 57 traffic stops within the Township compared to 61 last year. Other calls were consistent with previous years. Sgt. Dehn offered to leave his business card for future communication.

### **Open Forum**

There were no open forum items.

### **Approval of Meeting Minutes**

*Motion to approve the January monthly reorganizational meeting minutes was made by Dalton Keiderling and seconded by Peter Owen. The motion passed unanimously.*

### **Regular Business**

Schlenner Wenner Audit Engagement Letter - Action

Paul Ellinger inquired about the cost difference from the previous year and the additional OSA charges. It was clarified that the OSA (Office of State Auditor) charge was for preparation and filing, which had been forgotten in previous years.

*Motion to approve and enter into a contract with Schlenner Wenner for the audit, for a fee of approximately \$17,500 to \$18,500 plus the OSA preparation and filing fee, was made by Paul Ellinger and seconded by Bryan Adams. The motion passed unanimously.*

### **Sherburne County 2024 Annual Building and Population Report**

Sherburne County produces an annual building and population report. There were 25 new home permits in Orrock Township in 2024, which was once again the greatest number of permits amongst Sherburne County Townships. The estimated population in 2024 is 4,737. The estimated population is determined at a rate of 2.5 people per resident. The new home permits issued were valued at \$7,450,000. All other building permits had a value that totaled \$1,752,000. The township has a total of 3,765 platted acres and 19,449 unplatted acres. Orrock Township has a total of 16% platted acres. Paul Ellinger noted that Orrock Township had the largest number of building permits for homes compared to other townships. Anne Felber mentioned there were quite a few septic upgrades, partly due to storm damage in some areas. Bryan Adams commented that the septic upgrades were a good sign.

### **Cannabis Discussion**

Anne Felber explained that while the board had previously agreed to enter into a joint powers agreement with the county, they needed to approve an ordinance first. The board reviewed two versions of the ordinance, one from the township lawyer and one from Sherburne County.

*Motion to adopt the ordinance as presented from the county was made by Paul Ellinger and seconded by Peter Owen. The motion passed unanimously.*

### **Annual Meeting Agenda Approval**

The board discussed the draft agenda for the annual meeting scheduled for March 11. Anne Felber suggested adding a discussion on technology updates, including potential upgrades to the speaker system and centralization of technology. After some debate, the board agreed to add this item to the agenda.

*Motion to add technology updates to the annual meeting agenda was made by Anne Felber and seconded by Dalton Keiderling. Paul Ellinger opposed. The motion passed with a majority vote.*

### **Gary Goldsmith Resignation & Consultant Contract**

The board discussed Gary Goldsmith's resignation and consultant contract. It was clarified that Gary Goldsmith would be an independent contractor, not an employee.

*Motion to accept Gary Goldsmith's resignation, effective the date the new treasurer was sworn in, was made by Paul Ellinger and seconded by Peter Owen. The motion passed unanimously.*

*Motion to approve the consultant contract for Gary Goldsmith was made by Paul Ellinger and seconded by Dalton Keiderling. The motion passed unanimously.*

### **Office Equipment and Necessities**

Shelley Erickson presented several office necessities, including a doorbell camera, label printer, and fireproof cabinet. The board discussed each item separately.

*Motion to purchase and install a doorbell camera and chime for the front door of the town hall was made by Peter Owen and seconded by Dalton Keiderling. Paul Ellinger opposed. The motion passed with a majority vote.*

*Motion to purchase a label printer was made by Paul Ellinger and seconded by Anne Felber. The motion passed unanimously.*

The decision on the fireproof cabinet was tabled for further research.

### **Forest Resource Management Plan Update - Information**

The board reviewed the Forest Resource Plan update. Bryan Adams advised keeping an eye on forest rejuvenation activities, particularly during winter when timber hauling could damage roads. The board discussed the need to monitor weight limits and road usage by logging trucks.

### **Deputy Clerk Wage - Action**

Shelley Erickson introduced Francine Larson as the new deputy clerk and proposed an hourly rate of \$25.

*Motion to approve the deputy clerk wage of \$25 per hour was made by Paul Ellinger and seconded by Bryan Adams. The motion passed unanimously.*

### **Ratification of Annual Meeting Notices to be published Feb. 22<sup>nd</sup> & March 1<sup>st</sup>**

The board acknowledged that the annual meeting notices had been published as required by Minnesota statute.

### **Roads**

#### **2025 Overlay Project Contract**

The board discussed the 2025 overlay project contract. They reviewed the need for road repairs, particularly on certain sections of the road near Zach Kurth's property. Kevin Kruger explained the process of patching and overlaying, mentioning that the project includes two lifts of asphalt for better structural integrity.

*Motion to sign the 2025 overlay project construction contract was made by Bryan Adams and seconded by Peter Owen. The motion passed unanimously.*

#### **Becker Township – Anne Felber**

Anne Felber reported on a road issue discovered during a Becker Township meeting. The road shared between Orrock and Becker townships (109th on Becker's side, 243rd on Orrock's side) was found to be narrower than previously thought on Orrock's end. The board discussed potential collaboration with Becker Township to address this issue in their 2026 project.

Peter Owen mentioned resident complaints about the road's narrowness, particularly at the County Road 75 intersection. The board agreed to have their engineer, Kevin Kruger, communicate with Becker Township's engineer to research possible solutions.

The board also discussed issues with a section of 181st Street that was starting to cave in. Peter Owen and Daryl Waletzko, our township handyman, inspected the area and found several holes, possibly due to deteriorating stumps underneath the road.

*Motion to approve the purchase of 40 tons of asphalt millings before road restrictions go into effect was made by Peter Owen and seconded by Bryan Adams. The motion passed unanimously.*

#### **Board Business/ Updates - Committee Reports**

Bryan Adams reported on a potential culvert issue near County Road 75 and Eagle Lake. Darryl Waletzko was instructed to investigate and thaw the culvert if necessary.

Paul Ellinger provided an update on the Big Lake Township City fire department meeting that he attended. He reported that the department plans to continue their services and has implemented items from a recent study.

Anne Felber introduced a wage report comparing Orrock Township to other townships. She suggested setting up a policy committee meeting in April to discuss supervisor duties and compensation.

#### **Treasurer's Business**

##### **Cash Control Statement and Investment Update – Approve**

Gary Goldsmith, acting on behalf of the absent treasurer, presented the cash control statement. He noted that the township had just under \$2,000,000 in funds.

*Motion to approve the cash control statement was made by Bryan Adams and seconded by Peter Owen. The motion passed unanimously.*

### **Treasurer's Report - Approve**

Gary Goldsmith presented the Treasurer's Report, which included the statement of receipts, disbursements, and balances for January.

*Motion to approve the Treasurer's Report was made by Paul Ellinger and seconded by Dalton Keiderling. The motion passed unanimously.*

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*Motion to approve the cash control statement was made by Bryan Adams and seconded by Peter Owen. The motion passed unanimously.*

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*Motion to approve the Treasurer's Report was made by Paul Ellinger and seconded by Dalton Keiderling. The motion passed unanimously.*

### **Report of January Sherburne State Bank Securities Pledge Validation – Review**

The board reviewed the January Sherburne State Bank Securities Pledge Validation.

### **Ratification of Interim Treasurer transfer of funds from money market to checking.**

Gary Goldsmith explained that he had authorized a transfer of \$25,000 from the money market account to the checking account in February to cover an overdraft.

*Motion to ratify the \$20,000 transfer of funds from the money market to the checking account by Gary Goldsmith was made by Dalton Keiderling and seconded by Paul Ellinger. The motion passed unanimously.*

The board also discussed the need for a larger cushion in the checking account to avoid future overdrafts.

*Motion to transfer \$60,000 from the money market account to the checking account was made by Anne Felber and seconded by Dalton Keiderling. The motion passed unanimously.*

### **Adoption of 2025 budget framework**

*Motion to adopt the 2025 budget as presented was made by Paul Ellinger and seconded by Peter Owen. The motion passed unanimously.*

### **Consideration of Levy Recommendations for Taxes Payable in 2026**

The board discussed levy recommendations for taxes payable in 2026. The finance committee recommended maintaining the current levy amounts for most funds, with a \$15,000 levy into the capital projects fund to prepare for future obligations.

*Motion to approve the levy recommendation for taxes payable in 2026 was made by Bryan Adams and seconded by Paul Ellinger. The motion passed unanimously.*

### **Board of Audit**

The board recessed the regular meeting and convened as the Board of Audit at 8:55 PM. They reviewed randomly selected receipts and disbursements from the 2024 fiscal year. After the audit, the board reconvened the regular meeting at 9:11 PM.

*Motion to authorize the clerk to present the board's recommendations for the levy at the annual meeting was made by Anne Felber and seconded by Dalton Keiderling. The motion passed unanimously.*

### **Announcements**

- Annual Meeting – Tuesday, March 11th – Commences @ 7PM, Town Hall
- March Board Meeting – Wednesday, March 26th @ 7PM
- Local Board of Appeal and Equalization Meeting – Wednesday, April 9th @ 6PM
- MAT Spring Courses – In Person – various locations
- Recycling Day – May 17th – Big Lake Township Warehouse
- Creative Kids Academy's upcoming event- Day without Childcare Roundtable on March 4th – @5PM - Elk River Location

### **Adjournment**

*Motion to adjourn was made by Peter Owen and seconded by Bryan Adams. The motion passed unanimously.*

The meeting was adjourned at 9:15pm.

Respectfully Submitted, Shelley Erickson  
Town of Orrock, Clerk

Accepted this 26<sup>th</sup> day of February 2025 by the Orrock Township Board of Supervisors.

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Anne Felber, Chair

Attest:

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Shelley Erickson, Town Clerk