

**TOWN OF ORROCK**  
REGULAR MONTHLY Meeting  
Wednesday, August 27, 2025 7:00PM

**1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**

**2. APPROVAL OF AUGUST MEETING AGENDA**

**3. APPROVE CONSENT AGENDA**

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

Review or approval of Treasurer's Reports:

- A. Routine Claims – Approve
- B. Payroll – August 2025 – Approve

**4. SHERIFF'S REPORT**

Sergeant Alex Dehn

- A. Deputy Access Update

**5. OPEN FORUM**

Business presentations 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 name and address, for the record. Keep everything in statement form. Questions may be submitted in writing for future Board consideration. Once your time is up, any further interaction will be initiated by the Board.

**6. APPROVAL OF MEETING MINUTES**

July Monthly Meeting

**7. REGULAR BUSINESS**

- A. Orrock Cemetery Association – Discussion
- B. Ann Lake Beach - Discussion
- C. Safety Deposit Box – Discuss/Action
- D. IT Update – Information
- E. Recycle Day Grant Reimbursement – Information
- F. Legal Fee Increase – TBD
- G. Landscaping Update – Information
- H. Variance Request – Discuss/Action

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

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

**TOWN OF ORROCK**  
REGULAR MONTHLY Meeting  
Wednesday, August 27, 2025 7:00PM

**8. EASEMENTS**

- A. Easement on 16376 230th Ave NW – Review Encroachment Agreement/Sign
- B. Easement for Drainage Use on 233rd Ave NW - Update
- C. Eagle Lake Boat Landing
- D. Lake Easement - Discussion

**9. ROADS**

- A. Unmaintained Road at 25368 164 1/2 St NW
- B. Trailer on 26295 – 150<sup>th</sup> St NW
- C. Roads & Signs Report
- D. 2025 Overlay Update

**10. BOARD BUSINESS/UPDATES – COMMITTEE REPORTS**

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

**11. TREASURER BUSINESS**

- A. Cash Control Statement and Investment Update - Approve
- B. Treasurer's Report - Approve
- C. Report of July Sherburne State Bank Securities Pledge Validation – Review
- D. Additional Claims - Approve

**12. ANNOUNCEMENTS**

- A. September Board Meeting – Wednesday, September 24<sup>th</sup> @ 7PM

**13. ADJOURNMENT**

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

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

**CAD Summary Report ORROCK TOWNSHIP JULY 2024**

Printed On: 08/01/24 10:31

**Sherburne County Sheriff**

	<b>07/24</b>	<b>Total</b>
90600 THEFT	2	<b>2</b>
91450 DWI	1	<b>1</b>
91600 DISTURBING THE PEACE	1	<b>1</b>
91800 PROPERTY DAMAGE	1	<b>1</b>
92200 CRIMES AGAINST ADMIN JUS	2	<b>2</b>
92750 FRAUD COMPLAINT	2	<b>2</b>
9302 ANIMAL LOST	1	<b>1</b>
9313 PROPERTY FOUND	1	<b>1</b>
9420 ACCIDENT-MV-PERSONAL INJ	1	<b>1</b>
9560 ANIMAL COMPLAINT	1	<b>1</b>
9562 DOG COMPLAINT	2	<b>2</b>
9600 FIRE-OTHER	1	<b>1</b>
9603 FIRE-VEHICLE	1	<b>1</b>
9604 FIRE-GRASS	1	<b>1</b>
9609 ALARM-FIRE	1	<b>1</b>
9730 MEDICAL	7	<b>7</b>
9740 MENTAL CASE	1	<b>1</b>
9803 AGENCY ASSIST	2	<b>2</b>
9804 ALARM-SECURITY	1	<b>1</b>
9805 CIVIL COMPLAINT	3	<b>3</b>
9807 TRAFFIC STOP	60	<b>60</b>
9808 TRAFFIC COMPLAINT	3	<b>3</b>
9810 GARBAGE/LITTERING	1	<b>1</b>
9813 JUVENILE COMPLAINT	2	<b>2</b>
9817 SECURITY CHECK	26	<b>26</b>
9818 EXTRA PATROL	8	<b>8</b>
9823 CHECK THE WELFARE	6	<b>6</b>
9826 ATV COMPLAINT	2	<b>2</b>
9827 SHOOTING COMPLAINT	1	<b>1</b>
9829 FIREWORKS COMPLAINT	3	<b>3</b>
9850 PAPER SERVICE	2	<b>2</b>
9853 SUSPICIOUS ACTIVITY	2	<b>2</b>
9863 HAZARDOUS ROAD	1	<b>1</b>
9900 MISCELLANEOUS OFFICER	2	<b>2</b>
9937 911 HANG UP	2	<b>2</b>
VEHICLE LOCKOUT	3	<b>3</b>



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**CAD Summary Report ORROCK TOWNSHIP JULY 2024**

Printed On: 08/01/24 10:31

Vehicle Off Road	1	<b>1</b>
<b>Total</b>	<b>158</b>	<b>158</b>





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

**CAD Summary Report - Orrock Township July 2025**

Printed On: 08/04/25 09:09

**Sherburne County Sheriff**

	07/25	Total
90600 THEFT	2	<b>2</b>
91450 DWI	1	<b>1</b>
91600 DISTURBING THE PEACE	1	<b>1</b>
91650 HARASSMENT	2	<b>2</b>
91800 PROPERTY DAMAGE	2	<b>2</b>
9201 DAR/DAS/DAC	1	<b>1</b>
92200 CRIMES AGAINST ADMIN JUS	1	<b>1</b>
92700 TRESPASS	1	<b>1</b>
92750 FRAUD COMPLAINT	1	<b>1</b>
9304 MISSING PERSON	1	<b>1</b>
9312 ANIMAL FOUND	2	<b>2</b>
9313 PROPERTY FOUND	1	<b>1</b>
9440 ACCIDENT-MV-PROPERTY DAM	1	<b>1</b>
9462 ACCIDENT-VEHICLE VS ANIMA	4	<b>4</b>
9561 CONSERVATION	3	<b>3</b>
9562 DOG COMPLAINT	4	<b>4</b>
9564 ANIMAL BITE	1	<b>1</b>
9609 ALARM-FIRE	1	<b>1</b>
9611 GAS LEAK/SMELL	1	<b>1</b>
9730 MEDICAL	5	<b>5</b>
9740 MENTAL CASE	2	<b>2</b>
9762 ALARM-MEDICAL	1	<b>1</b>
9800 MISCELLANEOUS PUBLIC	1	<b>1</b>
9802 PUBLIC ASSIST	3	<b>3</b>
9803 AGENCY ASSIST	1	<b>1</b>
9804 ALARM-SECURITY	1	<b>1</b>
9805 CIVIL COMPLAINT	4	<b>4</b>
9807 TRAFFIC STOP	36	<b>36</b>
9808 TRAFFIC COMPLAINT	4	<b>4</b>
9810 GARBAGE/LITTERING	1	<b>1</b>
9812 SUSPICIOUS VEHICLE	2	<b>2</b>
9813 JUVENILE COMPLAINT	2	<b>2</b>
9817 SECURITY CHECK	7	<b>7</b>
9818 EXTRA PATROL	17	<b>17</b>
9823 CHECK THE WELFARE	8	<b>8</b>



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**CAD Summary Report - Orrock Township July 2025**

Printed On: 08/04/25 09:09

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9834 PARKING COMPLAINT	2	<b>2</b>
9850 PAPER SERVICE	2	<b>2</b>
9853 SUSPICIOUS ACTIVITY	3	<b>3</b>
9900 MISCELLANEOUS OFFICER	2	<b>2</b>
M5350 JUVENILE RUNAWAY	2	<b>2</b>
Public lift assist	1	<b>1</b>
VEHICLE LOCKOUT	1	<b>1</b>
Vehicle Off Road	1	<b>1</b>
<b>Total</b>	<b>140</b>	<b>140</b>



**AGENDA ITEM**  
**Orrock Town Board**

<b>Prepared By:</b> Shelley Erickson , Clerk	<b>Meeting Date:</b> 08/27/2025	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>4A</b>
<b>Item Description:</b> Deputy Access Update	<b>Reviewed By: N/A</b>		
	<b>Reviewed By: Shelley Erickson</b>		

**ACTION REQUESTED**  
Discussion.

**BACKGROUND/DISCUSSION**

The Orrock Township board has been speaking with the Sheriff’s department about how to give the deputies in the area access to our facility.

Officer Matt Albrecht met with Clerk Erickson at the town hall. It was determined that Officer Albrecht will provide a lock box with a code which will hold one of our key fobs for the town hall entrance door. The lock box will be placed above the Ring Doorbell. Officer Albrecht will maintain the lock box and change the code whenever one of the officers with access leaves the department.



Regular Monthly Meeting  
Wednesday, July 23, 2025, 7:00PM

The Orrock Township Board met in regular session, on Wednesday, July 23rd, 2025 at Orrock Town Hall, 26401 180<sup>th</sup> 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 Krueger, Molly Thompson & Riann Harpster of Schlenner Wenner, Katie Canton of the Patriot News and 6 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 at 7:00 PM. The Pledge of Allegiance was recited.

#### **APPROVAL OF JUNE MEETING AGENDA**

Supervisor Keiderling noted that item 8A, Golden Oaks Estates, should be removed from the agenda as the applicants were unable to get their drawing in time. They will be on the agenda for August.

*Motion to approve the July agenda with the removal of item 8A made by Supervisor Owen, seconded by Supervisor Keiderling. Motion carried unanimously.*

#### **APPROVE CONSENT AGENDA**

The consent agenda included routine claims, July 2025 payroll, and additional claims.

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

#### **SHERIFF'S REPORT**

Sergeant Alex Dehn presented the June 2025 activity reports from the Sheriff's Office. In June 2025, the Sheriff's Office responded to 154 calls for service in Orrock Township. Notable incidents included:

- Two thefts at Sand Dune Food & Fuel gas station (one gas drive-off and one shoplift)
- An assault at Getaway Bar where the suspect was located, arrested, and charged

- Garbage dumping issues on 230th Avenue where trash and glass had been dumped on a driveway
- A welfare check at Ann Lake Beach involving an intoxicated adult who was caring for a juvenile; the juvenile was removed and placed with a relative, and the adult was charged with several offenses

Supervisor Keiderling asked about "paper service" which showed higher numbers than usual. Deputy Adams explained that paper service involves delivering harassment restraining orders, orders for protection, civil papers for lawsuits, divorce documents, and subpoenas for witnesses. The numbers vary without a particular pattern.

Sergeant Dehn then discussed options for providing Sheriff's deputies access to the Township building. He explained several possibilities:

1. Testing if deputies' access cards work with the existing card reader system, though this would create administrative challenges when deputies are hired or leave
2. Installing a secure lockbox containing a Township access card that deputies could use to enter the building

Chair Felber requested that Deputy Adams arrange for Matt Albrecht from IT services to meet with the clerk to discuss options and recommend the best solution. The Board expressed consensus to continue pursuing building access for deputies.

#### **OPEN FORUM**

Lisa Miller (23225 188th Street NW) spoke about an easement between her property and her neighbor's property. She explained that they both maintain the grassy easement area, which includes an irrigation system installed by a previous neighbor. No one has used the easement in at least 15 years. She and her neighbor would like to explore options for vacating the easement so they could make improvements like removing a dead tree in the lakefront area.

James Gerard (25368 164th ½ Street) also spoke about a Township road that only serves his driveway. He owns property on both sides of it, and the Township does not maintain it. When there is heavy rain, gravel washes out onto his lawn. He would like to pave it but needs to know if he can have it vacated or if he can pave it while it remains a Township road.

Supervisor Keiderling noted that both residents had contacted the Township about their situation, and the Board would be discussing easement policies later in the meeting.

#### **APPROVAL OF MEETING MINUTES**

*Motion to approve the June regular monthly meeting minutes made by Supervisor Ellinger, seconded by Supervisor Keiderling. Motion carried unanimously.*

*Motion to approve the July special meeting minutes made by Supervisor Keiderling, seconded by Supervisor Ellinger. Motion carried unanimously.*

## **REGULAR BUSINESS**

### **2024 Audit Presentation – Schlenner Wenner**

Molly Johnson from Schlenner Wenner & Co. presented the 2024 audit results. She explained the audit process includes planning, fieldwork, and wrap-up phases. The Township received a clean (unmodified) opinion on its fund basis financials, and a qualified opinion on the government-wide statements because the Township elected not to record its proportionate share of PERA or Fire Relief Association liabilities.

The audit found that:

- The audit went smoothly despite the Township having new staff who weren't present during the audited year
- No unusual transactions or accounting policies were found
- Four findings were noted: help with cash-to-accrual basis adjustments, departure from GAAP regarding PERA liabilities, segregation of duties limitations due to small staff size, and bank accounts that were under-collateralized by \$450,000 at year-end

Johnson presented financial trends showing the general fund balance was strong. The general fund ended the year with a positive balance of about \$88,000 compared to \$290,000 the prior year. Expenditures were under budget by approximately \$17,000, and revenues were over budget by about \$31,000 primarily due to interest income.

The Township has a policy that the general fund balance should not be less than 50% of budgeted operating expenditure. The audit showed the Township is well within this metric, ranging from 92% to 201% over the last five years.

During questions, Supervisor Ellinger asked about the under-collateralization issue. Johnson recommended contacting the bank in advance of receiving tax payments in December to ensure proper collateralization is in place. There was also discussion about CD insurance coverage and the need to keep amounts within FDIC limits.

*Motion to approve the 2024 audit made by Supervisor Owen, seconded by Supervisor Ellinger. Motion carried unanimously.*

### **Variance Request**

The Board reviewed a variance request for property owned by Cody Slocum with a shed currently on it. The owner plans to tear down the existing structure and build a house but needs a variance for the setback. The septic design had been updated and approved.

Supervisor Adams asked if there was any way to change the layout of the house to alleviate the need for the 8.5-9 foot variance. The applicant stated that based on his design, this wasn't possible.

Supervisor Adams advised that the County would likely ask the same question and recommended having an answer prepared.

The Board agreed to provide positive comments on the variance request, and Chair Felber signed the paperwork to be forwarded to the County. The applicant will be on the County's docket for their August meeting.

## **IT Update**

Clerk Erickson reported that the tablets for board members have been ordered and are nearly ready for distribution. Security updates have been completed for the treasurer's computer and town hall computer. The clerk's computer needs a few more updates, and the town hall computer needs Windows 11, but compatibility testing is needed first. Currently, about \$2,450.00 remains in the IT budget, which is significantly under the cap that was established.

Chair Felber commended Clerk Erickson for her work on this major project.

## **LBRP & LRIP Funding Available**

Chair Felber noted that funding is now available to townships for road projects. The Board agreed to forward the information to their engineer to review and determine if any future township road projects could qualify for these funds.

## **Resolution 2025-06 Resolution Accepting Donations**

Clerk Erickson explained that Chris Weber had donated a framed picture of the town hall to the Township. By statute, the Township must pass a resolution to accept any donations.

*Motion to adopt Resolution 2025-06 accepting the donation made by Supervisor Keiderling, seconded by Supervisor Adams. Motion carried unanimously.*

The Board agreed that Clerk Erickson should write a thank you letter on behalf of the entire Board and include a copy of the resolution.

## **EASEMENTS**

### **Easement on 16376 230th Ave NW**

Supervisor Keiderling presented information about a property where the owner, Shane Ware, discovered just before closing that there is an easement for utilities and a drainage pond on his property. The easement encompasses his driveway and an outbuilding. Both the house (built in 1991) and outbuilding (built in 1998) have permits from the county, but neither mentioned the easement. The owner requested to vacate the easement because he's concerned that utility companies could use his driveway or place utility boxes there since it's within the easement. The property owner, who works in utilities, explained that even though the easement was originally for drainage, it has since been designated as a utility easement as well.

Supervisor Adams suggested granting an encroachment agreement rather than vacating the easement entirely, as this would acknowledge the existing structures while preserving the Township's rights for the remainder of the easement area. There was extensive discussion about finding a solution that would allow the owner to maintain his driveway and building while preserving necessary drainage access.

The owner expressed concern that an encroachment agreement wouldn't prevent utility companies from building in his driveway, while Engineer Kevin Kruger explained that utilities couldn't just enter the easement without Township permission.

*Motion to have the Township attorney draft an encroachment agreement for the property with the understanding that the property owner would pay all legal costs through a \$1,000 escrow, made by Supervisor Keiderling, seconded by Supervisor Adams. Motion carried unanimously.*

#### **Easement for drainage use on 233rd Ave NW**

Supervisor Keiderling reported that the Township attorney confirmed the Township still has rights to the easement in question as long as it hasn't been formally vacated by the Township.

Engineer Kevin Kruger described the drainage issues in the area. Water pools up on one side of the road and, when it overflows, causes flooding problems. There was disagreement among residents about who caused the problem by filling in or berming their property.

Kevin Kruger explained that the possible solution would be to install a catch basin with pipe to direct water to the wetlands area where the Township has a full easement. This would require obtaining right-of-entry permission from a property owner who has been resistant to Township involvement. The estimated cost would be approximately \$150 per foot of pipe.

*Motion to authorize Supervisor Keiderling, Supervisor Owen, and Engineer Kevin Kruger (or at least one of those three) to approach the resident for right-of-entry permission, and if granted, have Engineer Kevin Kruger solicit bids for the work, made by Supervisor Keiderling, seconded by Supervisor Owen. Motion carried unanimously.*

#### **Greenways**

Supervisor Keiderling explained that three different property owners had contacted the Township about easements between properties that provide lake access. The questions centered around how these greenways should be used, who is responsible for maintaining them, and what improvements can be made.

He shared that in Big Lake and Big Lake Township, greenways along the lakes are actively managed with signage, trash cans, and clear policies about allowed uses. In contrast, Orrock Township doesn't have policies for their greenways, nor do they maintain them or have signage indicating they're public property.

The Board agreed that before developing policies, they needed to identify all the greenways and assess their current state.

*Motion to have the Township engineer create a map of greenways on Ann Lake and Eagle Lake made by Chair Felber, seconded by Supervisor Owen. Motion carried unanimously.*

#### **ROADS**

##### **Tree Trimming Update**

Supervisor Owen reported that he has been working with township handyman Darryl Waletzko on tree trimming plans but doesn't yet have a bid. He plans to meet with residents who have areas needing tree trimming, particularly around stop signs where visibility is a safety concern.



Darryl Waletzko cannot start oak tree trimming until mid-August due to oak wilt concerns. Once areas are identified for trimming, letters will be sent to affected property owners. The Township's policy is to trim 6 feet from the edge of the road and up to the sky.

### **Pothole Patching Update**

Supervisor Owen reported that he had not realized a down payment was required to schedule pothole patching work. The payment was included in the consent agenda approved earlier in the meeting. He has been in contact with Eli Erickson of Erickson Asphalt, and the work should be completed within a couple of weeks once the down payment is received.

### **West Eagle Lake Road Improvement Update**

Engineer Kevin Kruger reported that work is progressing on the plans following the July Special Meeting. The plans incorporate adjustments discussed at the special meeting, including narrowing and widening the road as appropriate and shifting its position in certain areas. Kevin Kruger and Supervisor Ellinger have scheduled meetings with two residents to discuss drainage and building issues.

### **BOARD BUSINESS/UPDATES – COMMITTEE REPORTS**

Supervisors Adams, Ellinger, Owen, and Keiderling had nothing to report. Chair Felber mentioned she attended the county fair and viewed the exhibits.

### **TREASURER BUSINESS**

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

Treasurer McConville reported that the balancing was completed with no discrepancies. The CD was renewed for another 13-month term. There was discussion about whether the CD amount exceeded FDIC insurance limits and whether part of it should be moved to ensure it is fully insured.

*Motion to approve the cash control statement made by Supervisor Adams, seconded by Supervisor Owen. Motion carried unanimously.*

#### **Treasurer's Report**

Treasurer McConville explained that the report now shows the entire year's financials rather than just the current month.

*Motion to approve the treasurer's report made by Chair Felber, seconded by Supervisor Keiderling. Motion carried unanimously.*

#### **Report of June Sherburne State Bank Securities Pledge Validation**

Treasurer McConville noted that the bank appeared to be short on collateralization at the end of June, but this was due to timing issues with documentation. She had contacted the bank, and the matter was resolved.

Treasurer McConville also requested approval to transfer \$132,739.33 from checking to the money market account.

*Motion to approve the transfer made by Supervisor Ellinger, seconded by Supervisor Owen. Motion carried unanimously.*

## **ANNOUNCEMENTS**

The August Board Meeting will be held on Wednesday, August 27th at 7:00 PM.

The SWCD Tour of Conservation Practices will be held on August 28th from 8:30 AM to 2:00 PM. Chair Felber encouraged board members to attend, noting it was a free event with lunch provided and an excellent way to learn about soil stratification and meet SWCD staff.

Chair Felber reiterated thanks to Chris Weber for donating the framed photo of the Town Hall.

## **ADJOURNMENT**

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

The meeting adjourned at 8:40 PM.

Respectfully Submitted,  
Shelley Erickson  
Town of Orrock, Clerk

Accepted this 27th day of August 2025 by the Orrock Township Board of Supervisors.

\_\_\_\_\_  
Anne Felber, Chair

Attest: \_\_\_\_\_  
Shelley Erickson, Town Clerk



# AGENDA ITEM

## Orrock Town Board

<b>Prepared By:</b> <i>Shelley Erickson , Clerk</i>	<b>Meeting Date:</b> <i>08/27/2025</i>	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>7A</b>
<b>Item Description:</b> <i>Orrock Cemetery</i>	<b>Reviewed By:</b> <i>N/A</i>		
	<b>Reviewed By:</b> <i>Shelley Erickson</i>		

### **ACTION REQUESTED**

Discussion. The Orrock Cemetery Association requested to meet with the township board to discuss the possibility of the townships assistance with maintaining the cemetery now and in the future.

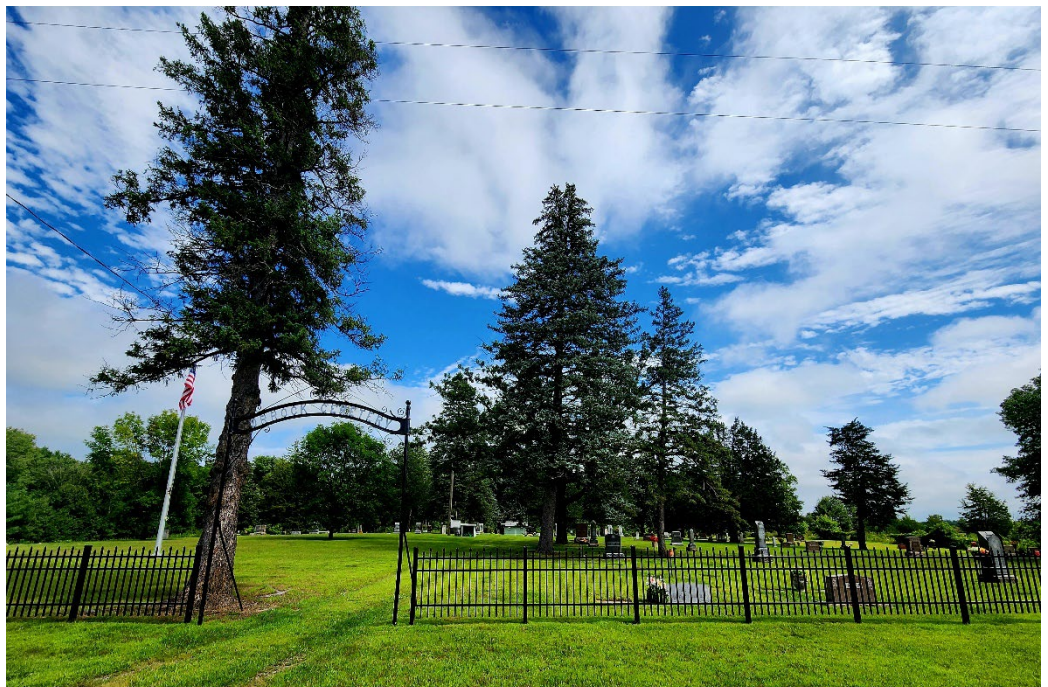
### **BACKGROUND/DISCUSSION**

Currently the Orrock Cemetery is owned and maintained by the Orrock Cemetery Association. They are requesting assistance in finding a new sextant to intern and eventually take over with burials, they would like to discuss who will continue to maintain the property in the future, and they would like to have the township keep past and future records at the town hall for safekeeping.

### **ATTACHMENTS**

MN Statute 365.26

Sexton Job Description



**365.26 CEMETERY LAND; BOARD CONTROL; SALE OR LEASE; CITY AID.**

Subdivision 1. **Vote for land.** A town's electors may vote to let the town buy, condemn or receive a gift of land within the town to be used as a cemetery.

Subd. 2. **Board may run, spend for.** The town board shall control, and may establish rules for, the cemetery and may spend town money to run and keep up the cemetery. The town board may lay out the cemetery into lots, streets, and walks, and order that plats and maps of the cemetery be made and filed in the town clerk's office.

Subd. 3. **Whom to bury.** The town board may decide who may be buried in the cemetery.

Subd. 4. **Sale to city, if part of.** If a town cemetery becomes part of the territory of a statutory city, the cemetery may be sold and conveyed by the town board to the city.

Subd. 5. **Sale or lease to corporation.** A town's electors may vote to let the town sell or lease part of its cemetery to a charitable, religious, or cemetery corporation. The vote must be taken at a town meeting. The terms and conditions of the sale or lease must be included in the voted authorization. The part sold or leased must continue to be used for burials.

Subd. 6. **Aid, burials from city.** A town board may adopt a resolution asking for aid from a statutory city within the town's boundaries to maintain the town cemetery. The board shall send the resolution to the city. The city council may then pay the town from money not otherwise needed not more than \$500 a year to maintain the cemetery. The town board must then allow burials of the city's dead. The board may set terms for, and limits on, the burials.

**History:** (1011) RL s 629; 1943 c 464 s 1; 1949 c 249 s 1; 1951 c 493 s 1; 1973 c 123 art 5 s 7; 1981 c 26 s 1; 1987 c 229 art 8 s 1

## **Orrock Cemetery Association Sexton Job Description**

Cemetery manager and records keeper.

Currently there about 7 burials per year. Each burial requires verification, measure and mark the plot, and contact the digger. The sexton is initially notified that there will be a burial by either the family or the funeral home. In addition to marking the grave site and maintaining the records, the sexton also marks where stones need to be installed. So, there may be correspondence with the monument companies to ensure that stones are accurately placed. The sexton will collect and fill out all necessary documents. All of the cemetery documents are kept and maintained by the sexton. The sexton also sells plots to people that are interested in purchasing a plot at the cemetery. Plots are currently \$550 each.



# AGENDA ITEM

## Orrock Town Board

<b>Prepared By:</b> <i>Shelley Erickson , Clerk</i>	<b>Meeting Date:</b> <i>08/27/2025</i>	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>7B</b>
<b>Item Description:</b> <i>Ann Lake Beach</i>	<b>Reviewed By: N/A</b>		
	<b>Reviewed By: Shelley Erickson</b>		

### **ACTION REQUESTED**

Discussion. The Ann Lake Improvement Club requested to meet with the township board to discuss the possibility of the townships assistance with maintaining the Ann Lake Beach.

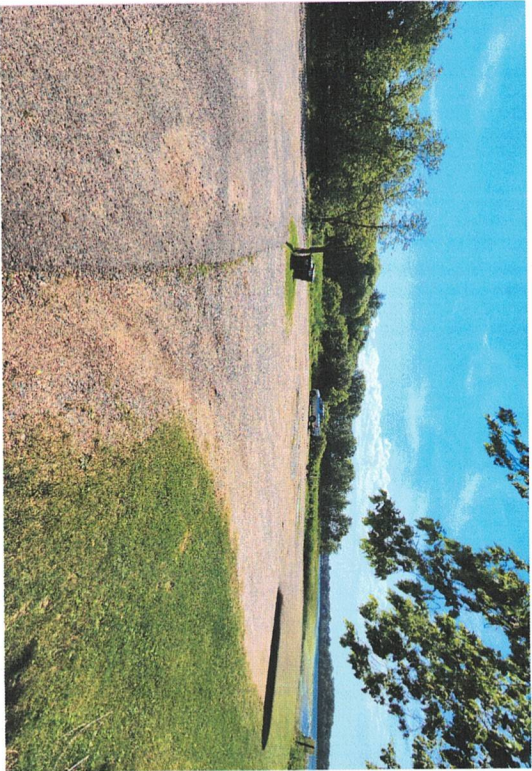
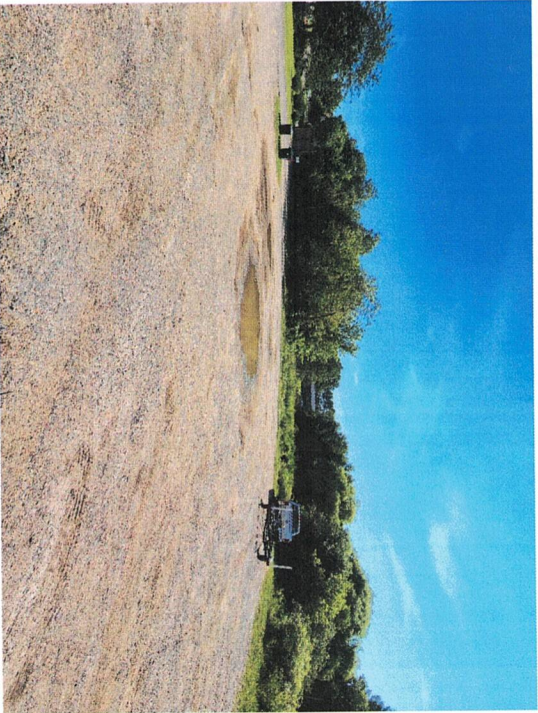
### **BACKGROUND/DISCUSSION**

Currently the Ann Lake Improvement Club maintains the Ann Lake Beach. They are requesting assistance with the high insurance and would like to discuss who will continue to maintain the property in the future. They are also dealing with the huge problem of people parking in the ROW and on private property.

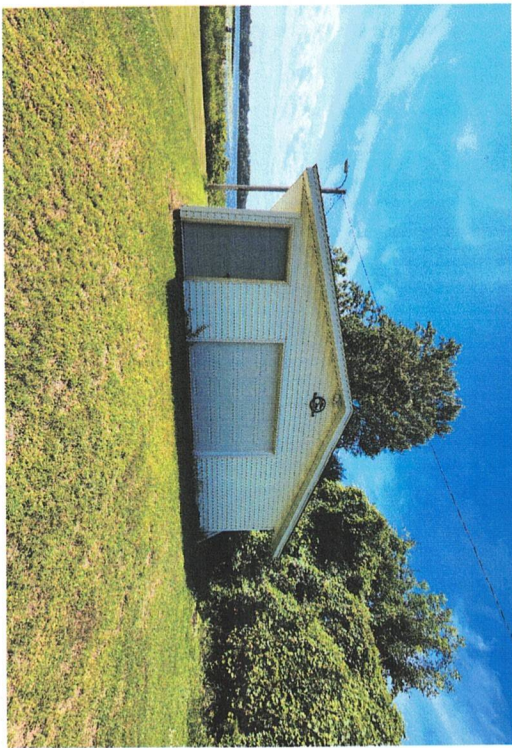
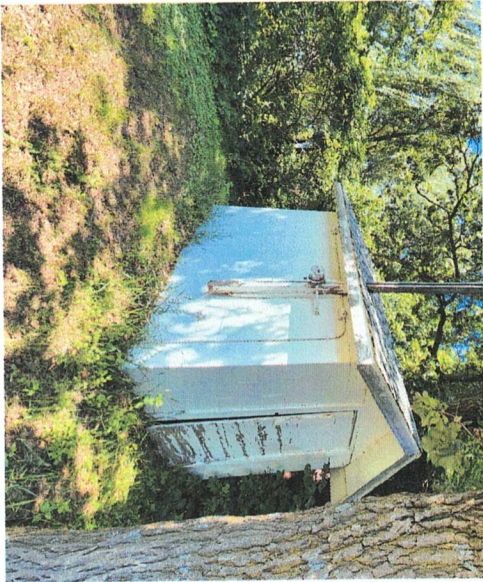
### **ATTACHMENTS**

- Ann Lake Beach & Boat Landing Beacon Map
- Ann Lake Beach & Township Agreement

















**ORROCK TOWNSHIP  
SHERBURNE COUNTY  
STATE OF MINNESOTA**

**PARK USE AGREEMENT**

This Use Agreement is made this **24th day of February 2016**, by and between Orrock Township, a political subdivision under the laws of the State of Minnesota. Licensors hereinafter referred to as "Township" and Lake Ann Improvement Club, Inc., a Minnesota non-profit organization, hereinafter referred to as the "Club".

**WITNESSETH:**

**WHEREAS**, the Township is the fee owner of the real property commonly known as the "beach" lots in the Ann Lake Beach Plat on file with the Office of the Sherburne County Recorder, hereinafter referred to as the "Subject Property", on which real property is located an approximately 24 foot by 24 foot shed.

**WHEREAS**, the Club has historically maintained the Subject Property as outlined below and has used shed for the storage of maintenance equipment and supplies.

**WHEREAS**, the Club desires that the Township grant it formal permission to use the Subject Property and the subject storage shed for the purposes of continued maintenance of the Subject Property.

**WHEREAS**, the Town Board is willing to permit such use subject to the terms and conditions stated herein.

**NOW, THEREFORE, IT IS HEREBY AND HEREIN MUTUALLY AGREED**, in consideration of each party's promises and considerations herein set forth, as follows:

1. Orrock Township is the owner of the real property commonly known as the "BEACH" lots in the Ann Lake Beach Plat on file with the Office of the Sherburne County Recorder on which real property is a approximately 24 foot by 24 foot storage shed.
2. The Club, its successors and assigns, is hereby granted the nonexclusive right use the Subject Property for maintenance and repair activities for the Subject Property.
3. The Club, its successors and assigns, is hereby granted the exclusive right to use the storage shed located on the Subject Property for maintenance and repair activities for the Subject Property.
4. The Club's maintenance activities on the Subject Property include, but are not limited to, lawn care maintenance, trash pickup, placement of river rock on parking lot and boat ramp and installation and removal of a boat dock for use by the public which shall all be performed at the Club's sole expense unless otherwise agreed to in writing by the Township.
5. The Club agrees to comply with all ordinances and state and federal laws and regulations with regard to the Club's occupation or use of the Subject Property.
6. Notwithstanding the provision of this Agreement to the contrary, either Party may terminate this Agreement by giving ninety days written notice to other party.
7. Notices for the Township shall be sent to 26401 - 180th St. NW, Big Lake, MN 55309. Notices for the Club shall be sent to the following address: Christine Weber, 16561 253rd Avenue NW, Big Lake 55309 or her successor. The Club will provide notice to the Township of any change in the position of Secretary.
8. This Agreement is between the Township and the Club as the only parties and no provision of this Agreement shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third party beneficiary of the Agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.
9. This Agreement represents the full and complete understanding of the Parties and both Parties represent that neither Party is relying on any prior agreements or understandings, whether oral or written. This Agreement shall be modified, if at all, with the signed, written consent of both Parties.
10. The obligations of the Club under this Agreement cannot be assigned to anyone without the express written consent of the Township.

11. The remedies of the Township set forth in this Agreement are not exclusive and the Township may exercise any and all remedies available in law or equity in breach of this Agreement by any of the other parties to this Agreement.
12. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principle of conflict of laws. All proceedings related to this Agreement shall be venued in Sherburne County District Court.
13. This Agreement shall be binding upon and extend to the representatives, heirs, successors and assigns of the parties hereto.

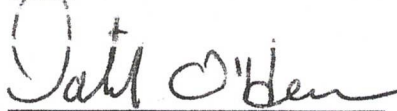
IN WITNESS WHEREOF, the Township and the Club have caused this Agreement to be duly executed on the day and year first above written.

**ORROCK TOWNSHIP**

  
Charles Gotzian, Chairman

  
Brenda Kimberly-Maas, Clerk

**LAKE ANN IMPROVEMENT CLUB,  
INC.**

  
Patrick O'Hern, President

  
Christine Weber, Secretary



# AGENDA ITEM

## Orrock Town Board

<b>Prepared By:</b> <i>Shelley Erickson , Clerk</i>	<b>Meeting Date:</b> <i>08/27/2025</i>	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>7C</b>
<b>Item Description:</b> <i>Safe Deposit Box</i>	<b>Reviewed By:</b> <i>N/A</i>		
	<b>Reviewed By:</b> <i>Shelley Erickson</i>		

### **ACTION REQUESTED**

Discussion. The Township's safe deposit box signatories needs to be updated.

### **BACKGROUND/DISCUSSION**

Currently the safe deposit box belonging to the Township still has the name of the previous clerk and chair as the sole signatories. The current safe deposit box resolution should be updated. According to the bank only those who are on the finance committee are allowed to be a signatory for the safe deposit box. Whoever this is will need to go to the bank to update the paperwork.

### **ATTACHMENTS**

Current Safe Deposit Resolution  
Proposed Safe Deposit Resolution



**Town of Orrock  
Resolution 2025-07**

**Resolution updating authorization for the Treasurer and other Town officers  
to operate the safe deposit box at Sherburne State Bank**

WHEREAS,

The Town of Orrock has a safe deposit box at Sherburne State Bank; and

The list of signers currently authorized to sign on the safe deposit box does not accurately reflect the persons to whom the Board of Supervisors wants to grant access authority; and

The Board of Supervisors of Orrock Township, Minnesota, further deems it in the best interests of the Town to establish a safe deposit box at Sherburne State Bank and that the same persons who are authorized to sign checks are also authorized to gain access to the safe deposit box.

THEREFORE, IT IS HEREBY RESOLVED,

1. The Treasurer and other officers are authorized and directed to take any and all actions necessary to ensure that the officers named in clause 3 below are established as authorized persons to access the safe deposit box.
2. The Treasurer and other officers are authorized and directed to take any and all actions necessary to establish those persons named in clause 3 below as authorized signers on the Town's checking account and money market account.
3. The authorized signers on the checking and money market accounts and for access to the safe deposit box are the following individuals as well as persons who succeed those individuals in their respective positions:

Kellie McConville, Treasurer  
Anne Felber, Chair  
Paul Ellinger, Vice Chair  
Shelley Erickson, Clerk

4. This resolution is adopted on August 27<sup>th</sup>, 2025.

**Certification:**

The above is a true and correct transcript of a resolution duly adopted by the Orrock Township Board of Supervisors at its meeting of August 27<sup>th</sup>, 2025, which was duly called and at which a quorum was present.

---

Shelley Erickson, Town Clerk

---

Anne Felberg, Chair, Board of Supervisors

**Orrock Township, Minnesota**

**Resolution authorizing Treasurer and other Town officers  
to update Sherburne State Bank account signers and  
to open and operate safe deposit box at Sherburne State Bank**

WHEREAS,

The Town of Orrock has a checking account and a money market account with Sherburne State Bank; and

The list of signers currently authorized to sign on the checking and money market accounts does not accurately reflect the persons to whom the Board of Supervisors wants to grant signing authority; and

The Board of Supervisors of Orrock Township, Minnesota, further deems it in the best interests of the Town to establish a safe deposit box at Sherburne State Bank and that the same persons who are authorized to sign checks are also authorized to gain access to the safe deposit box.

THEREFORE, IT IS HEREBY RESOLVED,

1. The Town of Orrock, Minnesota, is hereby authorized to lease a safe deposit box in the smallest size available from Sherburne State Bank.
2. The Treasurer and other officers are authorized and directed to take any and all actions necessary to establish such safe deposit box lease and to ensure that the officers named in clause 4 below are established as authorized persons to access the safe deposit box.
3. The Treasurer and other officers are authorized and directed to take any and all actions necessary to establish those persons named in clause 4 below as authorized signers on the Town's checking account and money market account.
4. The authorized signers on the checking and money market accounts and for access to the safe deposit box are the following individuals as well as persons who succeed those individuals in their respective positions:

Gary Goldsmith, Treasurer  
Corrie Silverberg, Chair  
Bryan Adams, Vice Chair  
Brenda Kimberly-Maas, Clerk

5. This resolution is adopted on July 31, 2019.

**Certification:**

The above is a true and correct transcript of a resolution duly adopted by the Orrock Township Board of Supervisors at its meeting of July 31, 2019, which was duly called and at which a quorum was present.

---

Brenda Kimberly-Maas, Town Clerk

---

Corrie Silverberg, Chair, Board of Supervisors



**AGENDA ITEM**  
**Orrock Town Board**

<b>Prepared By:</b> Shelley Erickson , Clerk	<b>Meeting Date:</b> 08/27/2025	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>7D</b>
<b>Item Description:</b> It Update	<b>Reviewed By: N/A</b>		
	<b>Reviewed By: Shelley Erickson</b>		

**ACTION REQUESTED**  
Update

**BACKGROUND/DISCUSSION**  
The new tablets for the Supervisors have been prepared and are ready to be passed out to the board. All of our computers are updated and should be working well. We need to do one more auditing process and then we should be all set. Also, it should be noted that by June 1<sup>st</sup>, 2026 we will have to transition our website to a .gov website. More research will be needed to decide what this entails.





# AGENDA ITEM

## Orrock Town Board

<b>Prepared By:</b> Shelley Erickson , Clerk	<b>Meeting Date:</b> 08/27/2025	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>7E</b>
<b>Item Description:</b> Recycle Day Grant Reimbursement	<b>Reviewed By: N/A</b>		
	<b>Reviewed By: Shelley Erickson</b>		

**ACTION REQUESTED**

None – informational only

**BACKGROUND/DISCUSSION**

- i. Orrock Township Recycle Day Costs - \$11,647.68
- ii. Orrock Township Grant Reimbursement - \$8,000.00
- iii. Net cost to township = \$3,657.68

**ATTACHMENTS**

- 2025 Recycling Day Reimbursement Letter from Sherburne County



## Planning and Zoning Administration

Sherburne County Government Center  
13880 Business Center Drive  
Suite 100  
Elk River, MN 55330-4668  
(763) 765-4450

August 5, 2025

The City of Big Lake  
c/o Corrie Scott  
160 Lake Street N  
Big Lake, MN 55309

Orrock Township  
c/o Shelley Erickson  
26401 180<sup>th</sup> St N  
Big Lake, MN 55309

Big Lake Township  
c/o Brenda Kimberly-Maas  
PO Box 75  
Big Lake, MN 55309

### RE: 2025 Recycling Day Reimbursement

Thank you for submitting the expense report from the 2025 Recycling Day Event. Below, please find a cost breakdown of the combined 2025 Recycling Day Event conducted by the Townships of Big Lake & Orrock and the City of Big Lake based on the invoices that were recently submitted.

Eligible Reimbursement Items (Recycling Invoices, Advertisement Invoices)	
Electronics & Appliances	\$13,645.50
Metals/Propane Tanks	\$9,008.00
Tires	\$5,675.00
Fluorescent Bulbs & Batteries	\$3,989.45
Mattresses & Box Springs	\$2,250.00
Advertisement	\$3,188.27
Other (environmental fee, etc.)	\$5,048.32
<b>Total (A)</b>	<b>\$42,804.54</b>

Non-Eligible Reimbursement Items (MSW delivered to Landfill, Payroll, Food/Beverage/Supplies)	
Payroll	\$6,349.50
Supplies/Rental/Food/Beverage	\$417.45
MSW – Delivered to Landfill	\$2,990.68
<b>Total (B)</b>	<b>\$9,757.63</b>

Total Event Cost (A + B)	= \$52,562.17
Scrap Metal Credit Amount	= \$754.95
<u>Collected Amount (Gate Receipts)</u>	<u>= \$10,318.00</u>
<b>Balance</b>	<b>= \$41,489.22</b>

The following reimbursement amounts will be distributed to each municipality based on the percentage of residents that participated in the combined Recycling Day Event. Please allow one to two weeks for receipt of payment.

• Big Lake Township (Grant Amount)	= \$18,700.00
• Orrock Township (Grant Amount)	= \$8,000.00
• <u>City of Big Lake (Grant Amount)</u>	<u>= \$11,800.00</u>
<b>Total Reimbursement Amount</b>	<b>= \$38,500.00</b>

Thank you very much for your continued efforts with these events to provide area residents with a convenient recycling and disposal option. Please let me know if you have any questions. My direct phone number is 763-765-4457. Have a great day!

Sincerely,

*Maureen Mossak*

Maureen Mossak  
Environmental Specialist



# AGENDA ITEM

## Orrock Town Board

<b>Prepared By:</b> Shelley Erickson , Clerk	<b>Meeting Date:</b> 08/27/2025	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>7F</b>
<b>Item Description:</b> Legal Fee Increase	<b>Reviewed By: N/A</b>		
	<b>Reviewed By: Shelley Erickson</b>		

**ACTION REQUESTED**  
TBD

**BACKGROUND/DISCUSSION**  
We have received notice of a price increase from Couri & Ruppe which will take place beginning January 1<sup>st</sup>, 2026. They asked that we let them know if we have any questions regarding this matter.  
General legal work hourly rate will be \$285.00  
Development work hourly rate will be \$315.00

**ATTACHMENTS**  
Letter from Couri & Ruppe

## **COURI & RUPPE, P.L.L.P**

**Michael C. Couri\***  
**Robert T. Ruppe\*\***  
**Mark S. Allseits**

*\*Also Licensed in Illinois*

*\*\*Also Licensed in California*

*Attorneys at law*  
705 Central Avenue East  
PO Box 369  
St. Michael, MN 55376-0369  
**(763) 497-1930**  
**(763) 497-2599 (FAX)**  
**[www.couriruppe.com](http://www.couriruppe.com)**

August 7, 2025

Orrock Township  
Attn: Town Clerk  
Orrock Town Hall  
26401 180th Street NW  
Big Lake, MN 55309

### **Re: Legal Service Rate Increase**

Dear Town Clerk:

Please note that effective January 1, 2026, our hourly rate will be increasing to \$285 per hour for all general legal work and to \$315 per hour for all development work (this amount is passed through to the developer for payment related to work done on their plat). Please feel free to contact our office if you or any member of the Town Board has any questions regarding this matter. Thank you.

Sincerely,

*Kathleen Budish*

Kathleen H. Budish  
**Couri & Ruppe, P.L.L.P.**



# AGENDA ITEM

## Orrock Town Board

<b>Prepared By:</b> <i>Shelley Erickson , Clerk</i>	<b>Meeting Date:</b> <i>08/27/2025</i>	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>7G</b>
<b>Item Description:</b> <i>Landscaping Update</i>	<b>Reviewed By:</b> <i>N/A</i>		
	<b>Reviewed By:</b> <i>Shelley Erickson</i>		

### **ACTION REQUESTED**

Information

### **BACKGROUND/DISCUSSION**

Franny Gerde stopped by last week to check out the prairie restoration progress. It is already establishing well; there are a lot of seedlings this year that should flower next year so there will be more diversity in the summer months.

In early September, any remaining annual weeds will be removed before they have a chance to go to seed. If possible, it would be best if we have the entire site mowed in early spring, around the mid-late April time frame. This will refresh the site and open the canopy for any seed that hasn't yet germinated.





# AGENDA ITEM

## Orrock Town Board

<b>Prepared By:</b> <i>Shelley Erickson , Clerk</i>	<b>Meeting Date:</b> <i>08/27/2025</i>	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>7H</b>
<b>Item Description:</b> <i>Variance Request</i>	<b>Reviewed By:</b> <i>N/A</i>		
	<b>Reviewed By:</b> <i>Shelley Erickson</i>		

### **ACTION REQUESTED**

Motion to approve variance request.

### **BACKGROUND/DISCUSSION**

Matthew Bischoff is requesting a variance to Subdivision Ordinance, Section 11 - General Regulations, Subd 2-H - Ordinance does not allow more than 23 lots on dead end street.

### **ATTACHMENTS**

Variance Review Letter  
Township Comment Form  
Maps



**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

August 22, 2025

Matthew Bischoff  
15875 255<sup>th</sup> Ave NW  
Big Lake, MN 55309

*Sent by email to: matt@julebuilders.com*

**Re:** Variance request on PID #35-00014-3300 (application submitted 08/15/25)

Dear Mr. Bischoff,

This letter is regarding the variance you are requesting for a property located at the PID listed above. You are requesting a variance to Subdivision Ordinance, Section 11 - General Regulations, Subd 2(H) "Subdivisions with twenty-three (23) lots or more shall have two or more accesses onto existing public roads. When counting lots under this provision, all existing and proposed lots shall be counted." You are proposing a future three (3) lot Simple Plat that will exceed 23 lots on a cul-de-sac road.

Your variance application has been assigned to me for review. Please send all future correspondence related to this variance to my attention. Your application is incomplete. In order for the application to be deemed complete, the Zoning Department requires the following:

1. Comments from the Town Board are needed. Please contact Shelly Erickson, the Orrock Township Clerk, and request to be placed on their next agenda. The Township's phone number and email are 763-263-6411 and [clerk@orrocktownship.com](mailto:clerk@orrocktownship.com). I will forward this letter, and all information submitted to the Town Board.
2. Has any field work been completed to demonstrate that these proposed lots are feasible on this property?
3. Additional changes or information may be required once the Zoning Office has received comments from other offices/organizations.

Once the required information has been submitted for your project, you can be scheduled for the next available public hearing with the County Planning Advisory Board. We reserve the right to postpone this hearing pursuant to the provisions of Minnesota Statute Section § 15.99.



Please Note:

1. Should the variance be approved you will still need to complete the process to subdivide this land through the County's Simple Plat.
2. You have one (1) year from the date of approval (if approved) to act on this variance request.
3. This variance request

If you have any questions or concerns, please contact me at 763-765-4454 or at [marc.schneider@co.sherburne.mn.us](mailto:marc.schneider@co.sherburne.mn.us).

Sincerely,



Marc Schneider  
Sherburne County Assistant Zoning Administrator

Cc: Orrock Township Clerk  
Wildlife Refuge  
SWCD



## TOWNSHIP COMMENT FORM

Sherburne County Planning & Zoning Department  
13880 Business Center Drive NW, Suite 100  
Elk River, MN 55330

Date Paid: //

Receipt No:

Permit No: 25-1334

763-765-4450 Fax: 763-765-4467  
[zoning@co.sherburne.mn.us](mailto:zoning@co.sherburne.mn.us)

APPLICATION IS HEREBY MADE FOR: Variance

**APPLICANT:**

matt bischoff  
15875 255th ave  
big lake, MN 55309

**PHONE:** 612-282-0305

**E-MAIL:** [matt@julebuilders.com](mailto:matt@julebuilders.com)

**OWNER:** BISCHOFF, MATTHEW J & APRIL D  
15875 255TH AVE NW  
BIG LAKE MN 55309

**OTHER CONTACTS:**

### SHERBURNE COUNTY, MINNESOTA

**PID:** 35-00014-3300

**OTHER PARCELS:**

**PLAT NAME:**

**DEEDED ACRES:** 39.75

**LEGAL:**

SW 1-4 OF SW 1-4 W OF 1 RD STRIP

**TOWNSHIP NAME:** ORROCK

**SECTION:** 14

**TOWNSHIP:** 34

**RANGE:** 27

**OVERLAY ZONING DISTRICT:**

**PROPERTY ADDRESS:** 15875 255TH AVE NW

**ZONING DISTRICT:** General Rural

BIG LAKE MN 55309

**SHORELAND:**

**MISCELLANEOUS NOTES:**

**NON-RIPARIAN:**

**EXPLANATION OF REQUEST:**

"Requesting a variance to Subdivision Ordinance, Section 11 - General Regulations, Subd 2-H - Ordinance does not allow more than 23 lots on dead end street".

**TOWNSHIP COMMENTS:**

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APPLICATION IS: APPROVED: ☐ DENIED: ☐ OTHER: \_\_\_\_\_

SIGNATURE OF TOWN BOARD: \_\_\_\_\_ DATE: \_\_\_\_\_

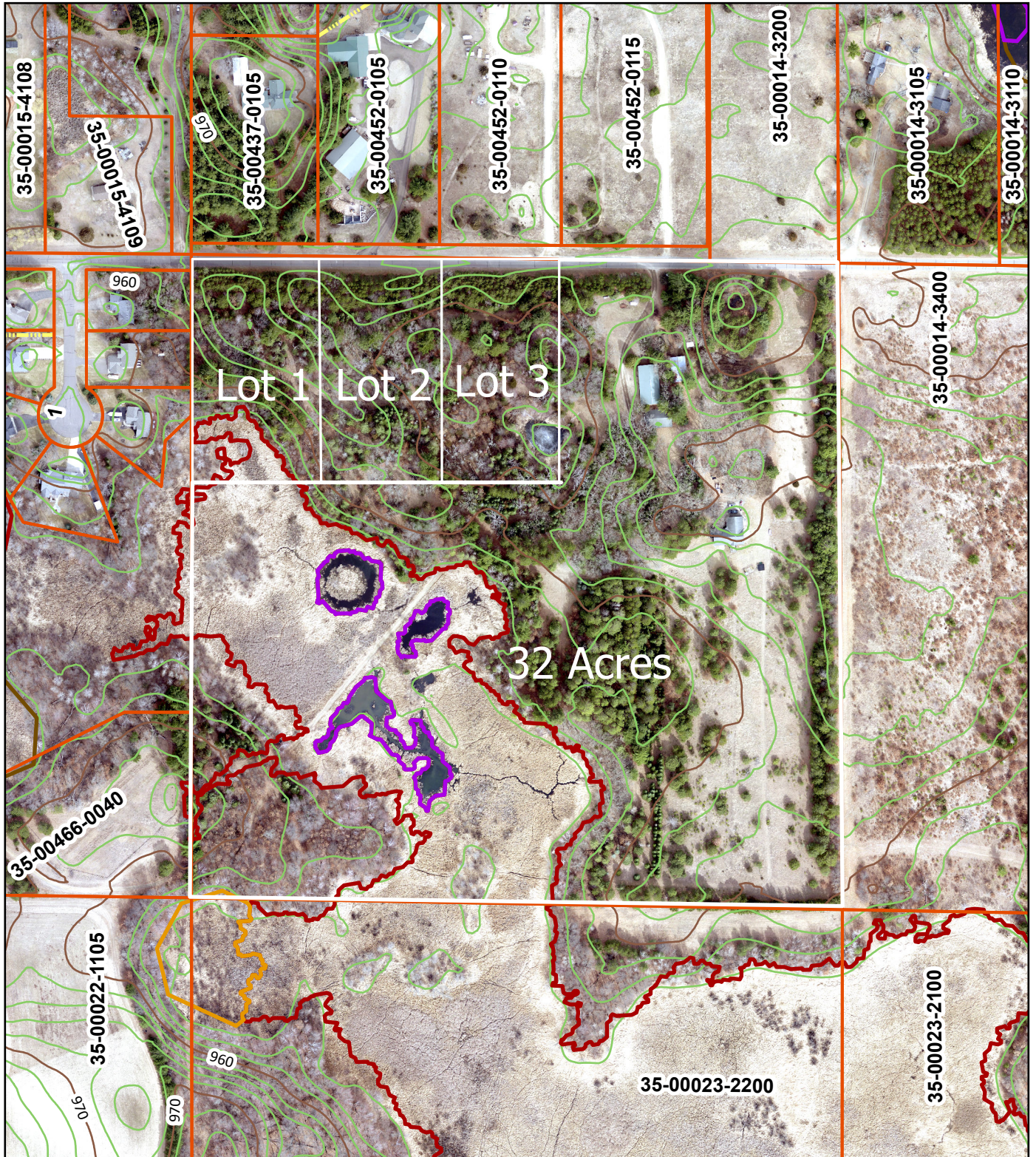


# Bischoff - Variance





# Proposed Future Development Consisting of 3 Additional Houses



0 145 290 580 Feet

DISCLAIMER: Sherburne County does not warrant the accuracy nor the correctness of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will Sherburne County be liable for any damages, including loss of business, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed. Any errors or omissions should be reported to Sherburne County Public Works.  
 Path: C:\Users\GLINESMR\Desktop\Permit Review2.mxd  
 Map Created: 12/2/2024



### Existing and Proposed Future Development Consisting of 3 Additional Houses



DISCLAIMER: Sherburne County does not warrant the accuracy nor the correctness of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will Sherburne County be liable for any damages, including loss of business, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed. Any errors or omissions should be reported to Sherburne County Public Works.  
Path: C:\Users\GLINESMR\Desktop\Permit Review2.mxd  
Map Created: 12/2/2024





# AGENDA ITEM

## Orrock Town Board

<b>Prepared By:</b> Shelley Erickson , Clerk	<b>Meeting Date:</b> 08/27/2025	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>8A</b>
<b>Item Description:</b> 16376 230th Ave NW	<b>Reviewed By: N/A</b>		
	<b>Reviewed By: Shelley Erickson</b>		

### **ACTION REQUESTED**

Discussion/Action

### **BACKGROUND/DISCUSSION**

As per our July meeting the board instructed that a draft for an Encroachment Agreement between the property owners of 16376 230th Ave NW, Big Lake, MN 55309 and the Township of Orrock be drawn up. The lawyer stated that the attached diagram of the property needs to have more definition as to the location of the Accessory Storage Unit and Driveway within the drainage and utility easement area.

### **ATTACHMENTS**

Encroachment Agreement  
Updated Property Diagram  
Aerial View of Property

**ORROCK TOWNSHIP  
SHERBURNE COUNTY  
STATE OF MINNESOTA**

**ENCROACHMENT AGREEMENT**

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2025, between Orrock Township, a political subdivision of the State of Minnesota, (the “Township”), and Shane Ware and Tracy Plautz, husband and wife, (the “Owners”).

**RECITALS**

**Whereas**, Owners are the fee owners of certain real property located at 16376 230<sup>th</sup> avenue NW, Big Lake, Minnesota 55309, PID No. 35-00423-0245, which is legally described as Lot 9, Block 2, Plat of SHERBURNE WOODS SECOND ADDITION according to the plat of record on file with the Office of the Sherburne County Recorder, Sherburne County, State of Minnesota (the “Owners’ Property”);

**WHEREAS**, adjacent to Owners’ Property is public property, namely a Township drainage and utility easement (the “Easement”);

**WHEREAS**, the Owners desire to maintain an accessory storage unit and portion of the driveway (“Accessory Storage Unit/Driveway”) on the Owners’ Property, which encroach on the Easement as graphically depicted on attached Exhibit A; and

**WHEREAS**, the Township is willing to permit the continued location of the Accessory Storage Unit/Driveway within the Easement subject to the terms and conditions of this Agreement.

**AGREEMENT**

In consideration of the foregoing and the mutual covenants herein, the parties agree as follows:

1. PUBLIC PROPERTY. The Owners acknowledge that the Accessory Storage Unit/Driveway currently encroaches on the Easement as graphically depicted on attached Exhibit A.
2. IMPROVEMENTS. Subject to the Township's right to terminate this Agreement as provided elsewhere in this Agreement, the Owners may construct, maintain and re-construct an Accessory Storage Unit/Driveway on the Owners' Property as graphically depicted on attached Exhibit A. Notwithstanding anything to the contrary contained in this Agreement, the Township may terminate this Agreement on sixty (60) days written notice to Owners (the "Termination Notice"). Within sixty (60) days of the date of the Termination Notice, the Owners shall remove so much of the Accessory Storage Unit/Driveway as is necessary to remove the encroachment and shall restore the licensed premises to its original condition and any expense incurred in said removal and restoration shall be the obligation of the Owners. The Owners shall not be permitted to increase the amount or scope of the encroachment.
3. FAILURE TO REMOVE. If Owners fail to timely remove the Accessory Storage Unit/Driveway within the Easement and restore the licensed premises to its original condition; Orrock Township may remove said Accessory Storage Unit/Driveway and restore the licensed premises to its original condition and any expense incurred in said removal and restoration shall be the obligation of the Owners. Owners shall pay such costs within thirty (30) days after receipt of a bill for such costs from the Township. Should the Owners fail to pay such costs within thirty (30) days of billing by the Township all unpaid amounts shall accrue interest at the rate of 6% per year. Further, should the Owners fail to pay such bill(s) within thirty (30) days, then the Township may: (1) specially assess or certify such costs against Owners' Property above for any and all costs incurred by the Township either in removing said Accessory Storage Unit/Driveway or in enforcing any of the terms of this Agreement including attorneys' fees and costs; or (2) take necessary legal action to recover such costs and the Owners agree that the Township shall be entitled to attorney's fees and costs incurred by the Township as a result of such legal action. Should the Township assess Owners' property for said costs, Owners agree not to contest or appeal such certification and/or assessment and waive all statutory rights of appeal under Minnesota Statutes, including Minnesota Statutes Sections 366.012, 429.081 and 429.091 and other applicable statutes.
4. MAINTENANCE. The Owners shall perform, as and when necessary, and pay the cost for, such maintenance of the Accessory Storage Unit/Driveway as may be reasonably necessary to maintain the Accessory Storage Unit/Driveway in good and aesthetic condition and repair.
5. INDEMNITY. The Owners shall indemnify, defend and hold the Township and its employees, contractors, agents, representatives, elected and appointed officials, and attorneys harmless from any and all claims, damages, losses, costs and expenses, including attorneys' fees, arising from, based on, or related to the Owners being allowed to continue the encroachment of the Accessory Storage Unit/Driveway on the Easement, including, but not limited to, any claim asserted against the Township as a result of this Agreement, the installation, placement, building, erection, maintenance, occupation or



use of the Accessory Storage Unit/Driveway and/or failure of the Owners to maintain the Accessory Storage Unit/Driveway in such a condition as to prevent against injury to persons or property.

6. **WAIVER OF CLAIMS.** The Owners acknowledge the Township's easement rights and knowingly and voluntarily waive and release any and all claims against the Township arising from, based on, or related to Owners' being permitted to maintain the encroachment of the Accessory Storage Unit/Driveway on the Easement as permitted by this Agreement, including but not limited to claims of abandonment, diminution in value, takings and contractual claims arising out of this Agreement, except any claims which are the result of the negligence or willful misconduct of the Township or its employees or agents. The Owners acknowledge being represented by legal counsel in connection with this Agreement, and that the Owners have read and understand the terms of this Agreement.
7. **CONDITION OF EASEMENT.** The Owners acknowledge that the Township has made no representations or warranties regarding the condition of the Easement or its suitability for the uses permitted by this Agreement.
8. **NO VESTED RIGHTS.** This Agreement shall not constitute or be construed as creating or establishing any vested right of the Owners to the Easement or area encroached upon.
9. **ADDITIONAL TERMS.** Owners hereby agree to the following additional terms and conditions:
  - A. The Accessory Storage Unit/Driveway shall continue to be located on Owners' Property as depicted on attached Exhibit A.
  - B. Owners acknowledge and agree that the Accessory Storage Unit/Driveway may be affected by rights that other utilities have within the Easement and that this Agreement does not limit any rights such utilities may have to their respective use of the Easement.
  - C. Owners accept all maintenance responsibility for the Accessory Storage Unit/Driveway and all costs associated with its future removal or replacement.
  - D. Drainage from Owners and all adjacent properties shall at no time be impeded or blocked due to the Accessory Storage Unit/Driveway.
  - E. The construction and maintenance of the Accessory Storage Unit/Driveway shall be in accordance with Township's current standards and ordinances and other applicable laws and/or regulations.
  - F. In addition to removal of the Accessory Storage Unit/Driveway under paragraph 3 hereof, if, for any reason as determined solely by Township in its sole discretion, the Accessory Storage Unit/Driveway interferes with Township work in the Easement or surrounding area, Owners at Township's request and

discretion shall cause the Accessory Storage Unit/Driveway to be temporarily or permanently removed and costs related thereto, including any cost to remove, replace or repair the Accessory Storage Unit/Driveway, shall be the responsibility of the Owners.

- G. Owners agree to pay any and all real estate taxes which may be assessed against the real property being licensed hereunder as such real estate taxes become due and payable.
10. **BINDING EFFECT.** Except as hereinafter provided, this Agreement shall run with the land and bind and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.
11. **ENTIRE AGREEMENT.** This Agreement contains all the terms and conditions relating to the Accessory Storage Unit/Driveway being located within the Easement and replaces any oral agreements or other negotiations between the parties. No modifications of this Agreement shall be valid until they have been placed in writing and signed by all parties hereto.
12. **RECORDING.** The Owners shall cause this Agreement to be filed for record with the Sherburne County Recorder/Registrar of Title (as applicable) within 30 days of its execution by the Owners and the Township. Evidence of filing shall be provided to the Township.

**PROPERTY OWNERS**

**ORROCK TOWNSHIP**

\_\_\_\_\_  
Shane Ware

\_\_\_\_\_  
Anne Felber, Chairperson

\_\_\_\_\_  
Tracy Plautz

Attest:

\_\_\_\_\_  
Shelley Erickson, Clerk

STATE OF MINNESOTA            )  
  ) ss  
COUNTY OF SHERBURNE        )

On this \_\_\_\_ day of \_\_\_\_\_ 2025, before me, a Notary Public, personally appeared Anne Felber and Shelley Erickson to me personally known, who being each by me duly sworn, did say that they are respectively the Chairperson and Clerk of Orrock Township, that said instrument was signed on behalf of said Township by authority of its Board of Supervisors.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA            )  
  ) ss  
COUNTY OF SHERBURNE        )

On this \_\_\_\_ day of \_\_\_\_\_ 2025, before me, a Notary Public, personally appeared Shane Ware and Tracy Plautz, to me known to be the persons described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

\_\_\_\_\_  
Notary Public



**DRAFTED BY:**  
Couri & Ruppe, P.L.L.P.  
705 Central Avenue East  
PO Box 369  
St. Michael, MN 56476-0369  
Phone: (763) 497-1930



16376 230th AVE NW

Approximate drainage easement

Legend

-  16376 230th Ave NW
-  Drainage Easement

16376 230th Ave NW

230th Ave NW

230th Ave NW

230th Ave NW

Google Earth

Image © 2025 Airbus

100 ft





# AGENDA ITEM

## Orrock Town Board

<b>Prepared By:</b> Shelley Erickson , Clerk	<b>Meeting Date:</b> 08/27/2025	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>8B</b>
<b>Item Description:</b> Drainage on 233 <sup>rd</sup> Ave NW Update	<b>Reviewed By: N/A</b>		
	<b>Reviewed By: Road Committee</b>		

### **ACTION REQUESTED**

Discussion

### **BACKGROUND/DISCUSSION**

As per our July meeting right-of-way permission has been granted by the property owner to work on the drainage system. Kevin Kruger is gathering quotes for this project.

### **ATTACHMENTS**

Photos

ROW Permission





## Waiver of Trespass/Right of Entry Orrock Township, Minnesota

THE UNDERSIGNED, Owners of certain land in Orrock Township, who are the sole persons with a right to grant entry to the property described herein, do hereby consent and grant unto Orrock Township, its employees, contractors, agents and assigns (hereinafter "Township"), the right to enter upon the real property having a street address of 23306 183<sup>rd</sup> Street NW, Big Lake, Minnesota 55309 including the following PID's 35-00406-0250, 35-00406-0205 and 35-00406-0210 ("Subject Property") for the purposes of the Storm Sewer Project for Orrock Township.

This Right of Entry does not grant to the Township any easement rights, but is intended to grant to the Township, its employees, agents, contractors, and assigns only the right to enter the Subject Property for the purposes to complete the Storm Sewer Project.

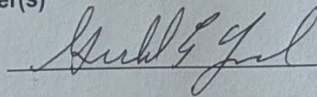
This right of entry is temporary in nature and shall terminate on November 30, 2025, or upon completion of the Work by the Township, whichever is earlier. This Right of Entry is granted with the understanding that the Township shall restore the Subject Property to a condition as nearly equal as possible to that which existed prior to its entry upon the Subject Property, including the replacement of any ground cover (grass, etc.) and pavement removed or destroyed as a result of the Township's Work.

By accepting this Right of Entry, the Township acknowledges that by entering upon the Subject Property, it does so at its own risk and agrees to indemnify, defend, save and hold the undersigned property owners harmless from any suite, demands, claim or liability resulting from the City's activities described herein.

Dated this 17<sup>th</sup> day of August, 2025.

Property Owner(s)

Signature(s):



Address:

23306 183<sup>rd</sup> Street NW

Big Lake, MN 55309



**AGENDA ITEM**  
**Orrock Town Board**

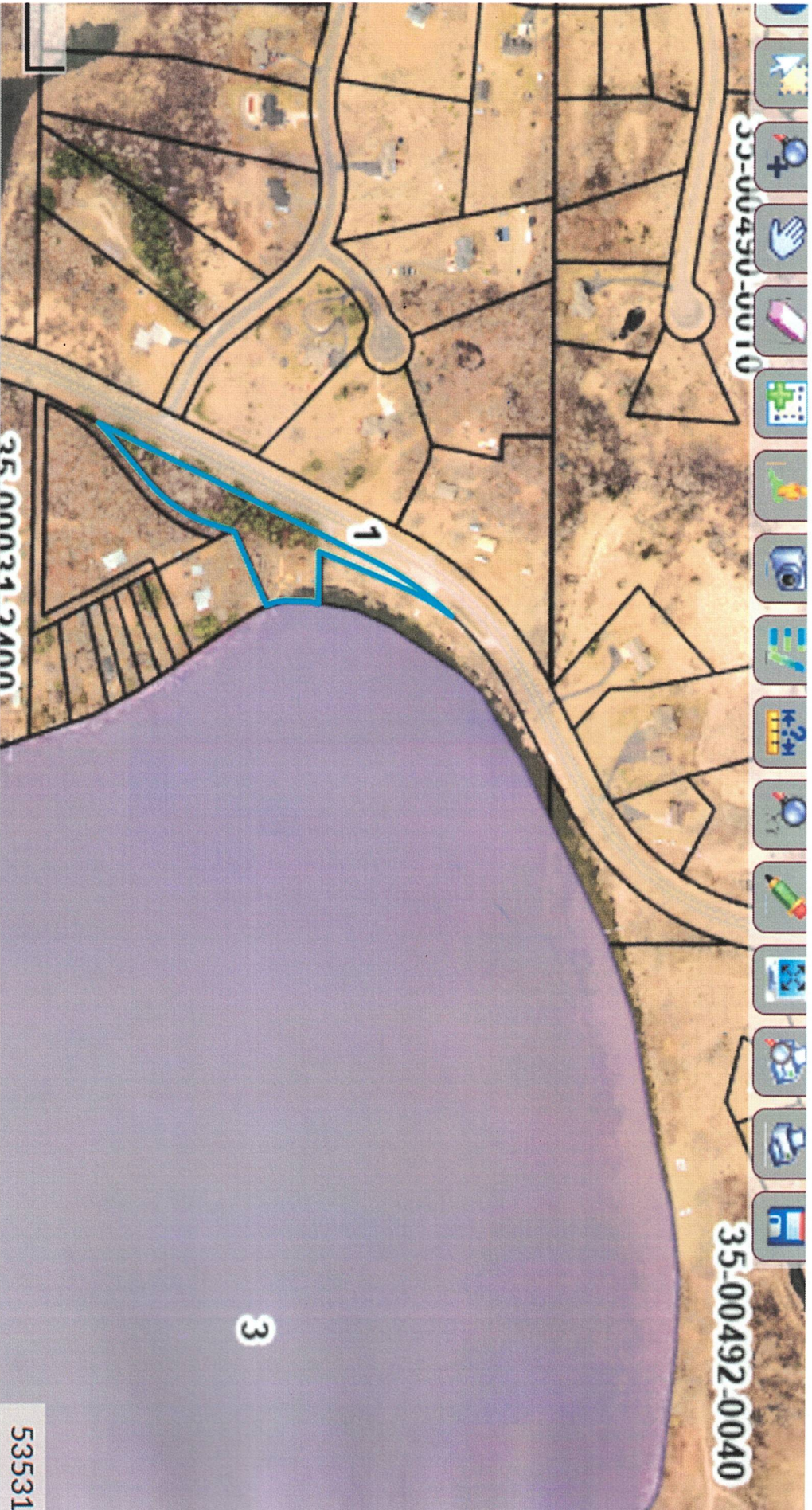
<b>Prepared By:</b> <i>Shelley Erickson , Clerk</i>	<b>Meeting Date:</b> <i>08/27/2025</i>	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>8C</b>
<b>Item Description:</b> <i>Eagle Lake Boat Landing</i>	<b>Reviewed By:</b> <i>N/A</i>		
	<b>Reviewed By:</b> <i>Peter Owen</i>		

**ACTION REQUESTED**  
Discussion

**BACKGROUND/DISCUSSION**  
The Township owns an easement here that needs to be discussed by the board.

**ATTACHMENTS**  
Beacon Map







# AGENDA ITEM

## Orrock Town Board

<b>Prepared By:</b> <i>Shelley Erickson , Clerk</i>	<b>Meeting Date:</b> <i>08/27/2025</i>	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>8D</b>
<b>Item Description:</b> <i>Lake Easement Discussion</i>	<b>Reviewed By: N/A</b>		
	<b>Reviewed By: Dalton Keiderling</b>		

### **ACTION REQUESTED**

Discussion

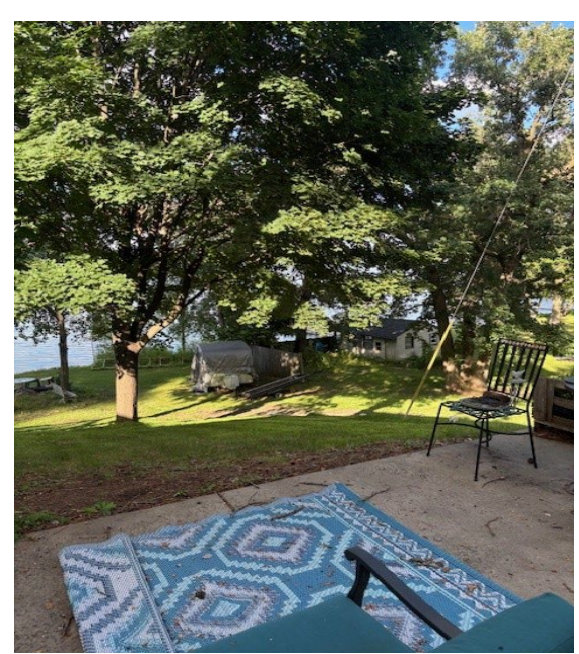
### **BACKGROUND/DISCUSSION**

The Township owns easements on Eagle Lake and Ann Lake. How should the board handle the lake access easements. How can adjacent property owners use them? How can the public use them? Who maintains them? Would the board consider letting residents own them as we currently have two requests on Eagle Lake to do so?

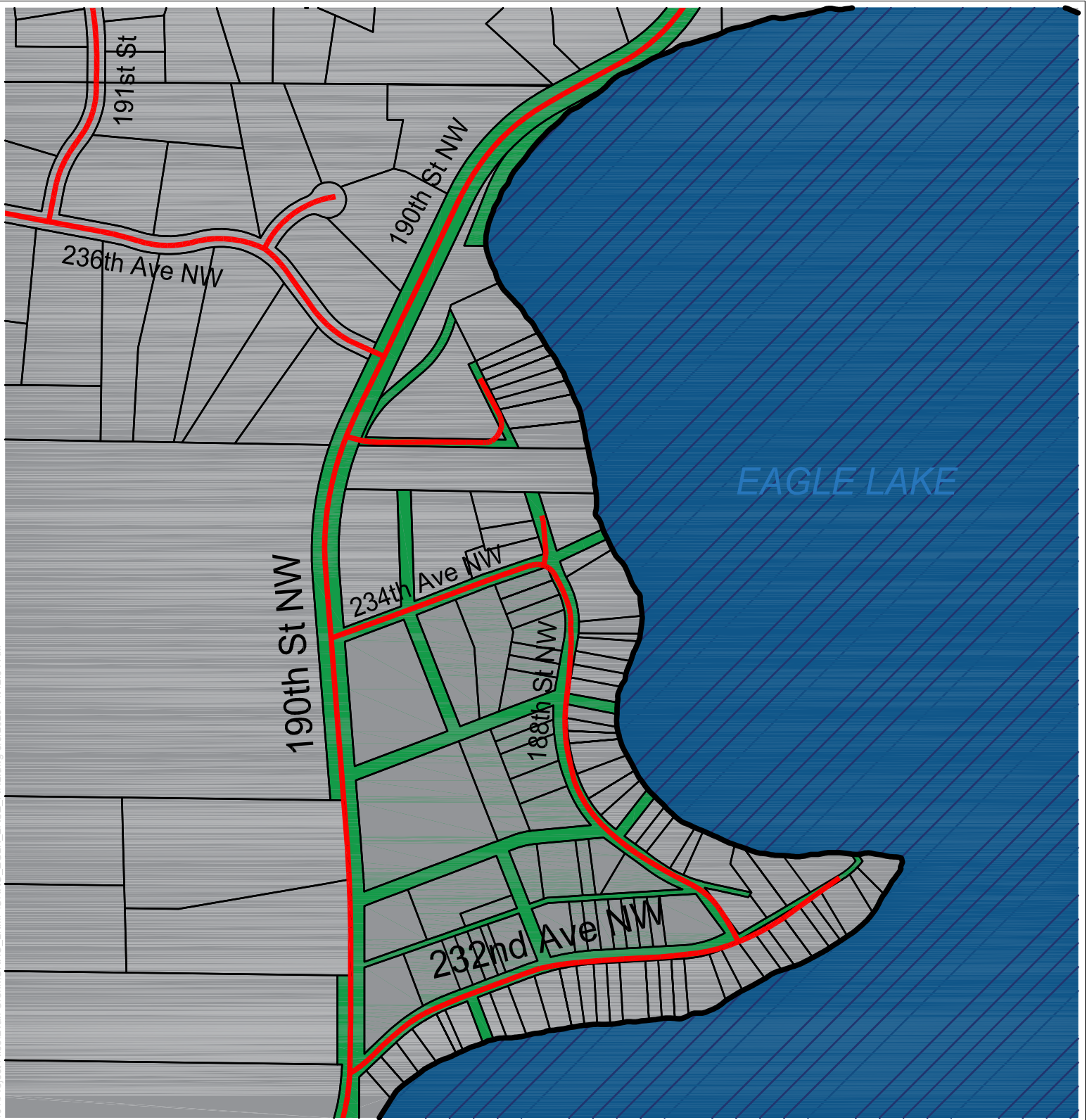
### **ATTACHMENTS**

Photos



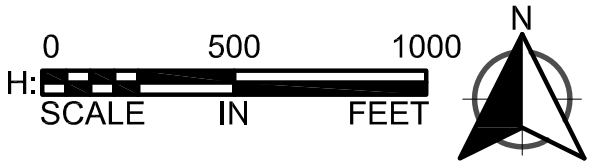






# LEGEND

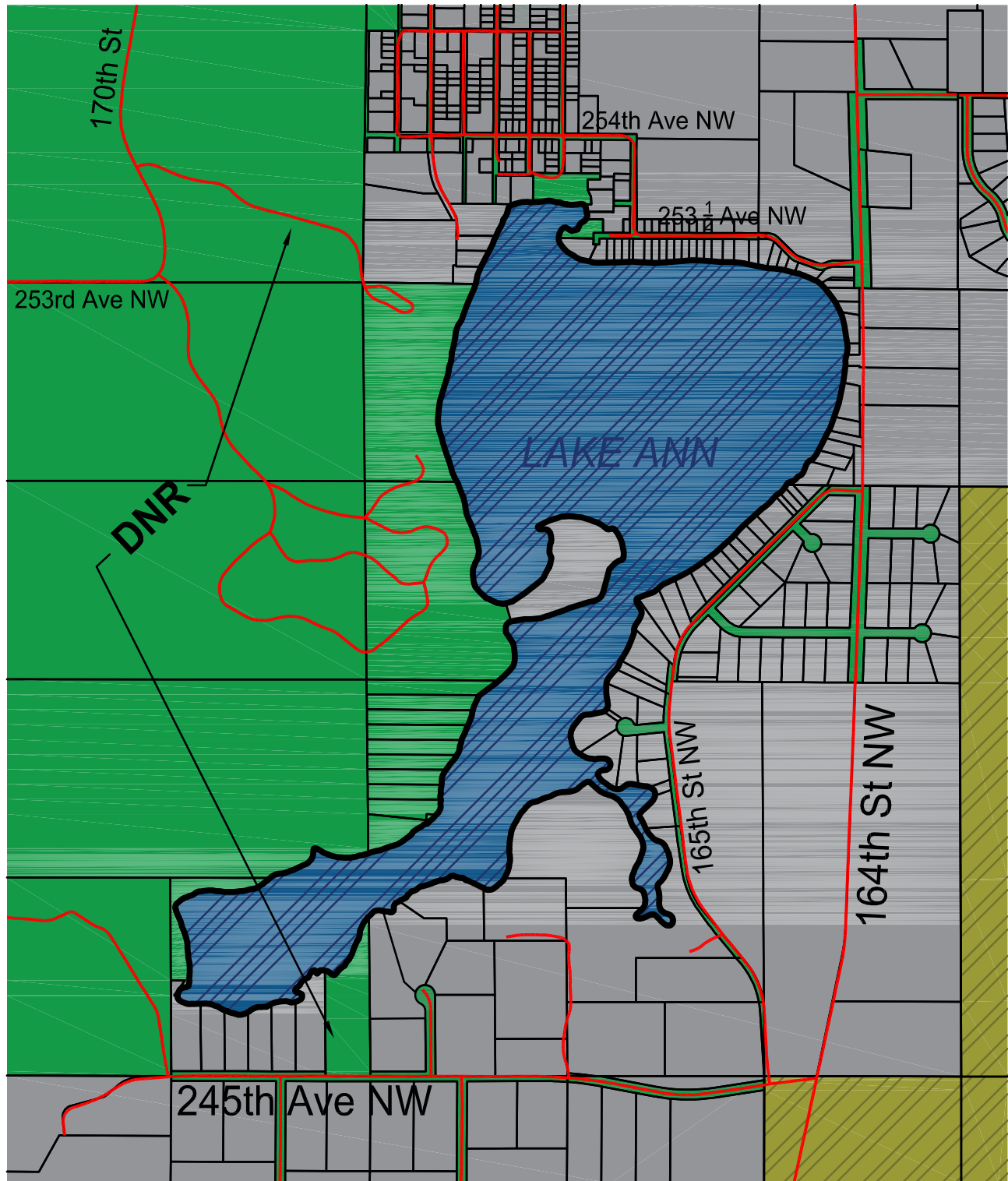
- STATE / PUBLIC
- PRIVATE RESIDENTIAL



WSB PROJECT NO.:  
028156-000  
AUGUST 05, 2025

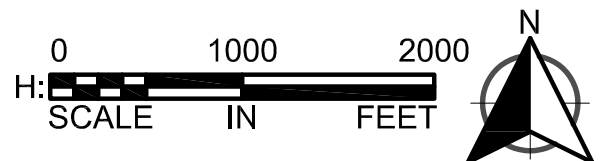
## EAGLE LAKE ACCESS AND RIGHT OF WAY ORROCK TOWNSHIP





## LEGEND

- STATE / PUBLIC
- FED. REFUGE
- PRIVATE RESIDENTIAL





# AGENDA ITEM

## Orrock Town Board

<b>Prepared By:</b> <i>Shelley Erickson , Clerk</i>	<b>Meeting Date:</b> <i>08/27/2025</i>	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>9A</b>
<b>Item Description:</b> <i>Unmaintained Road</i>	<b>Reviewed By: N/A</b>		
	<b>Reviewed By:</b> <i>Dalton Keiderling</i>		

### **ACTION REQUESTED**

Discussion

### **BACKGROUND/DISCUSSION**

Unmaintained Road at 25368 164 1/2 St NW - The homeowner has combined several lots into 2 and had a road going through those lots abandoned in the early 2000s. One small road was left that essentially functions as his driveway. He is asking the township to accept that road for maintenance or abandos it so he can have it paved himself.

### **ATTACHMENTS**

Photos

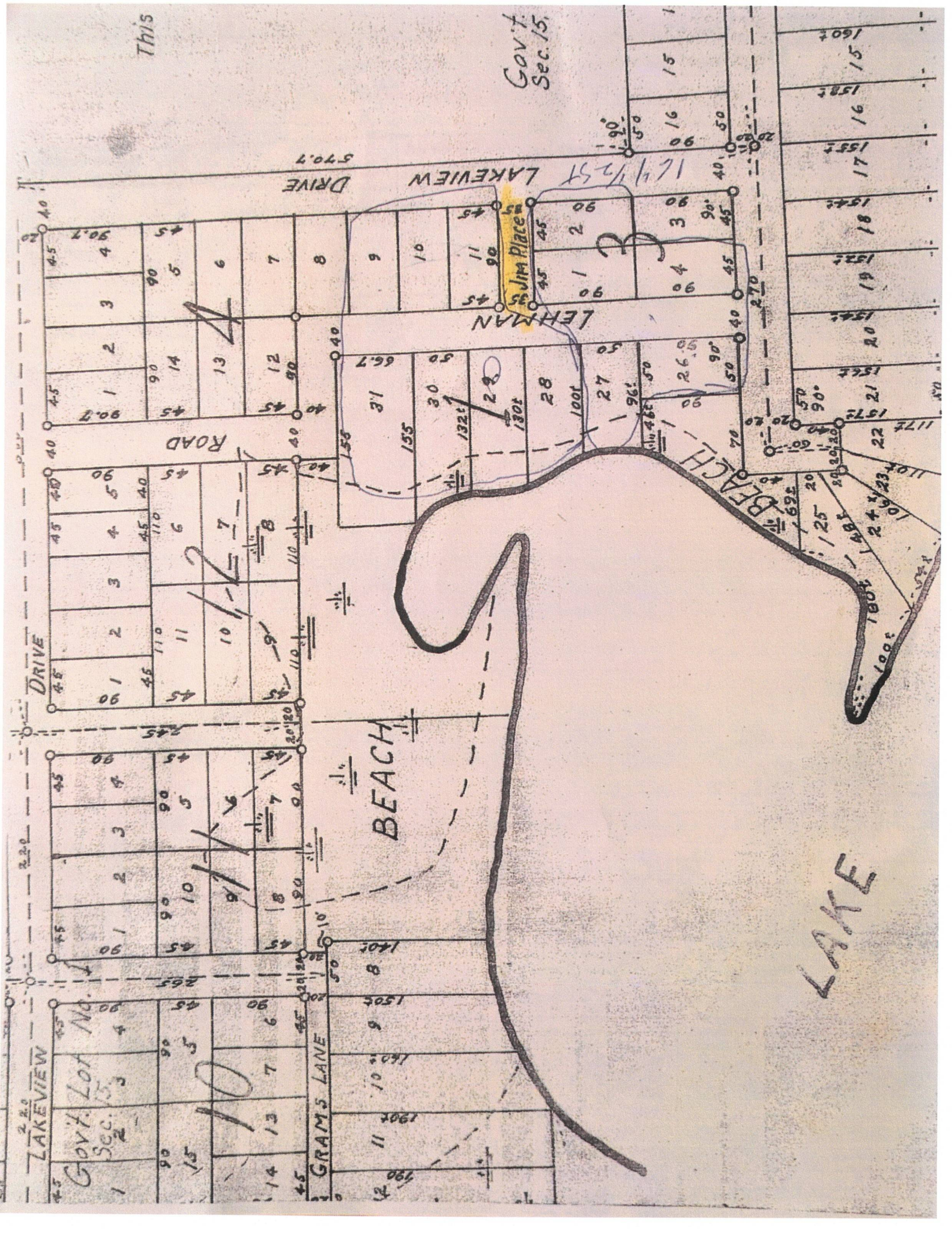
Maps



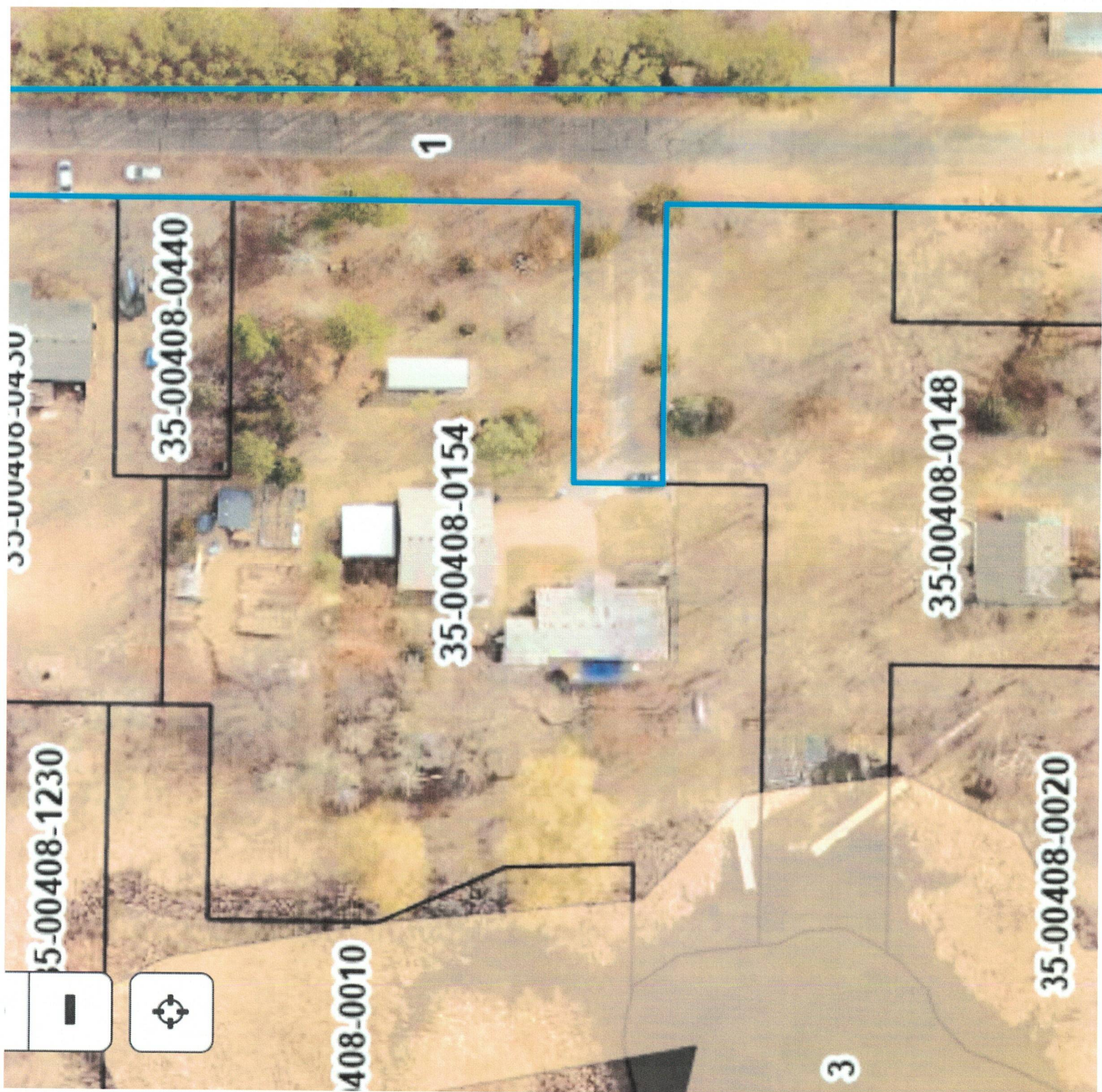


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Gov't.  
Sec. 15.







35-00408-1230

35-00408-0440

35-00408-0154

35-00408-0148

35-00408-0020

408-0010

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**AGENDA ITEM**  
**Orrock Town Board**

<b>Prepared By:</b> <i>Shelley Erickson , Clerk</i>	<b>Meeting Date:</b> <i>08/27/2025</i>	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>9B</b>
<b>Item Description:</b> <i>Trailer on 150<sup>th</sup> St NW</i>	<b>Reviewed By:</b> <i>N/A</i>		
	<b>Reviewed By:</b> <i>Peter Owen</i>		

**ACTION REQUESTED**  
Discussion

**BACKGROUND/DISCUSSION**  
There have been complaints with regards to a trailer in the right-of-way on 150<sup>th</sup> Street.







# AGENDA ITEM

## Orrock Town Board

<b>Prepared By:</b> Shelley Erickson , Clerk	<b>Meeting Date:</b> 08/27/2025	<b>Regular Agenda Item</b>	<b>Item No.</b> <b>9C</b>
<b>Item Description:</b> Roads & Signs Report	<b>Reviewed By:</b> N/A		
	<b>Reviewed By:</b> Peter Owen		

### **ACTION REQUESTED**

Discussion

### **BACKGROUND/DISCUSSION**

Supervisor Owen will give an updated road and sign report.

