

TOWN OF ORROCK
REGULAR MONTHLY MEETING
MARCH 25, 2026 7:00PM

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MARCH 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 – March 2026 – Approve
- C. Additional claims - Approve
- D. Disbursements made not via claims - Approve

4. SHERIFF'S REPORT

Sergeant Alex Dehn

5. OPEN FORUM

Business presented during open forum will be limited to 3 minutes per person. The Board reserves the right to defer any action on business presented, during open forum. State your full submission 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

February Monthly/Board of Audit Meeting

7. REGULAR BUSINESS

- A. Presentation of DRAFT Annual Meeting Minutes – No Action Required
- B. Recycle Day Update – No action required
- C. SWCD Contract – Discuss/Action
- D. Ann Lake Update - Discussion
- E. Supervisor Compensation - Discuss/Action
- F. Historic MN Flag Request - Discuss

8. PLANNING AND ZONING

A. Bahr Haunted Acres – 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 purpose of aiding the township's Clerk with transcription of official minutes & on occasion uploaded to the Township website for public viewing.

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9. ROADS

- A. Spring Road Tour – Discuss/Action
- B. West Eagle Lake Improvement Project

10. BOARD BUSINESS/UPDATES – COMMITTEE REPORTS

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

11. TREASURER BUSINESS

- A. Cash Control Statement and Investment Update – Approve
- B. Treasurer’s Report - Approve
- C. Report of February Sherburne State Bank Securities Pledge Validation – Review

12. ANNOUNCEMENTS

- A. April Board Meeting – Wednesday, April 22nd @ 7PM
- B. Local Board of Appeal and Equalization Meeting – Wednesday, April 8th @ 6PM
- C. SCAT Meeting – Wednesday, April 15th @ 7PM (Dinner @6PM), Sherburne History Center
- D. Recycle Day – Saturday, May 16th – 8AM-1PM – Town of Big Lake Maintenance Building
- E. Township Legal Seminar – June 25th, 2025 – 9AM – 4PM – Albertville City Hall (Pre-registration required)

13. 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 February 2026

Sherburne County Sheriff

	02/26	Total
9009 STOP ARM VIOLATION	2	2
91600 DISTURBING THE PEACE	2	2
91650 HARASSMENT	2	2
91800 PROPERTY DAMAGE	1	1
92000 CRIMINAL SEXUAL CONDUCT	1	1
9201 DAR/DAS/DAC	1	1
9304 MISSING PERSON	1	1
9440 ACCIDENT-MV-PROPERTY DAM	1	1
9462 ACCIDENT-VEHICLE VS ANIMA	2	2
9560 ANIMAL COMPLAINT	1	1
9561 CONSERVATION	3	3
9562 DOG COMPLAINT	1	1
9600 FIRE-OTHER	1	1
9611 GAS LEAK/SMELL	1	1
9612 ALARM-CARBON MONOXIDE	1	1
9730 MEDICAL	9	9
9801 DOMESTIC	1	1
9802 PUBLIC ASSIST	1	1
9807 TRAFFIC STOP	30	30
9808 TRAFFIC COMPLAINT	2	2
9809 SNOWMOBILE COMPLAINT	5	5
9812 SUSPICIOUS VEHICLE	4	4
9817 SECURITY CHECK	7	7
9818 EXTRA PATROL	22	22
9823 CHECK THE WELFARE	4	4
9828 REPOSESSION	1	1
9850 PAPER SERVICE	1	1
9853 SUSPICIOUS ACTIVITY	1	1
9900 MISCELLANEOUS OFFICER	6	6
9937 911 HANG UP	2	2
Public lift assist	1	1
VEHICLE LOCKOUT	1	1
WARRANT ATTEMPT	1	1
Total	120	120



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

CAD Summary Report - ORROCK TOWNSHIP FEBRUARY 2025

Sherburne County Sheriff

	02/25	Total
91450 DWI	1	1
91650 HARASSMENT	3	3
9201 DAR/DAS/DAC	1	1
92200 CRIMES AGAINST ADMIN JUS	1	1
92750 FRAUD COMPLAINT	4	4
9440 ACCIDENT-MV-PROPERTY DAM	2	2
9462 ACCIDENT-VEHICLE VS ANIMA	5	5
9561 CONSERVATION	1	1
9562 DOG COMPLAINT	1	1
9611 GAS LEAK/SMELL	2	2
9720 DEATH	1	1
9730 MEDICAL	11	11
9740 MENTAL CASE	1	1
9803 AGENCY ASSIST	2	2
9804 ALARM-SECURITY	1	1
9805 CIVIL COMPLAINT	5	5
9807 TRAFFIC STOP	54	54
9810 GARBAGE/LITTERING	1	1
9812 SUSPICIOUS VEHICLE	1	1
9813 JUVENILE COMPLAINT	3	3
9817 SECURITY CHECK	7	7
9818 EXTRA PATROL	10	10
9821 DELIVER MESSAGE	1	1
9823 CHECK THE WELFARE	2	2
9850 PAPER SERVICE	7	7
9853 SUSPICIOUS ACTIVITY	1	1
9863 HAZARDOUS ROAD	1	1
9904 WARRANT ARREST	2	2
9937 911 HANG UP	1	1
Followup	1	1
M5350 JUVENILE RUNAWAY	2	2
Vehicle Off Road	2	2
WARRANT ATTEMPT	2	2
Total	140	140



Regular & Board of Audit Meeting
February 25, 2026, 7:00PM

The Orrock Township Board met in regular session, on Wednesday, February 25, 2026 at Orrock Town Hall, 26401 180th Street NW, Big Lake, MN.

In attendance were Chair Anne Felber, Supervisors: Paul Ellinger, Bryan Adams, Peter Owen, Treasurer Kellie McConville and Clerk Shelley Erickson. Also, in attendance were Sergeant Alex Dehn, 6 members of the audience and the Patriot News.

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 February Meeting Agenda

One addition was made to the February agenda under treasurer's business item 11, adding item F for additional disbursements for approval. No other additions or corrections were requested.

Motion by Supervisor Ellinger, seconded by Supervisor Adams, to approve the February meeting agenda with item 11F added. Motion carried unanimously.

Approve Consent Agenda

No changes were requested to the consent agenda items.

Motion for approval of the consent agenda made by Supervisor Adams. Seconded by Supervisor Ellinger. Motion carried.

Sheriff's Report

Sergeant Alex Dehn reported that the sheriff's office had 149 calls for service in Orrock Township during January, which was slightly more than the previous January but fairly consistent. Notable calls included a trespassing complaint that was resolved at a private residence, two fraud complaints related to online scams where residents were advised before monetary loss occurred, and a lost/found person call involving a juvenile runaway that had returned.

The sergeant reported a motor vehicle accident involving property damage where a vehicle went off the roadway and struck a power pole with minor damage and no injuries. There were animal complaints including one involving goats, where concerns were raised about proper care, and another dog complaint. A death investigation was conducted regarding an unnatural death in the township.

Traffic complaints involved driving conduct and suspected intoxicated drivers. Five snowmobile complaints were handled, which were actually enforcement stops rather than citizen complaints. A garbage littering call turned out to be a dehumidifier that had fallen from someone's truck in the middle of the roadway. The sergeant noted fewer garbage dumping issues in winter due to snowed-in parking lots.

A parking complaint involved someone asking about rules for parking at Eagle Lake Landing. Several suspicious activities and vehicle calls were related to an abduction that occurred in Zimmerman, with residents calling in different vehicles they thought were involved. The sergeant noted this case had a rare happy ending through collaboration of different law enforcement agencies.

Open Forum

Vanessa Attencourt from 17195 242nd Avenue Northwest announced she is running for state house representative in the district. She outlined three main platform items: adding additional tax brackets above the current top bracket of \$338,000 so high earners pay more than the current 9.85%, requiring AI data centers to pay for infrastructure costs upfront rather than passing them to residents, and getting corporations out of politics by noting that only 6.1% of the current representative's funding came from small donors under \$200.

Approval Of Meeting Minutes

Motion for approval of January monthly and reorganizational meeting minutes made by Supervisor Ellinger. Seconded by Supervisor Owen. Motion carried.

Regular Business

Sherburne County 2025 Annual Building And Population Report - Information

Board members reviewed the report noting that population had decreased from 4,737 to 3,868 using the same calculation formula. One supervisor expressed surprise at the decrease and had asked the county about it, confirming they were using the same calculation method. The report included information about new home permits, multi-family permits, and new home evaluations year over year, with detailed historical data available on the township website.

Annual Meeting Agenda - Approve

The board discussed additions to the annual meeting agenda. One member suggested adding informational material about the proposed hamlet district including a map and explanation of what the planning commission is examining regarding commercial and residential development. The board also considered adding discussion about the Sherburne County History Museum's request for township

participation in digital initiatives, though they wanted clarification on whether monetary assistance was being requested. Cemetery matters were also mentioned as a potential addition that would involve costs.

Motion to approve the annual meeting agenda with additions made by Supervisor Adams. Seconded by Supervisor Ellinger. Motion carried.

Ratification Of Annual Meeting Notices To Be Published Feb. 21st & Feb. 28th, 2026

The board discussed having leftover food from a previous meeting and proposed inviting township residents to come an hour early before the annual meeting to share sloppy joes and other food.

Motion to ratify the annual meeting notices to be published, made by Supervisor Ellinger. Seconded by Supervisor Owen. Motion carried.

Sheriff's Press Release - Information

The sheriff's office asked the township to share information about a community input session. The press release had been posted and emailed to board members. There was mention of both in-person and Zoom participation options, with the ability to provide feedback online through a URL. One date had been changed from the original notice.

Ann Lake Club, Loon Nesting Sign – Discuss/Action

Ann Lake resident Steve Mockenhaupt explained this was the first time implementing loon nesting signs as part of the DNR loon watch program. Despite participating in the program, no loon babies had survived for the last 7-8 years. The signs would be put up in March when frost is out of the ground and ice is out, as suggested by the DNR as a last resort before more drastic measures.

Motion to pay the handyman Darryl Waletzko to install the signs that were purchase by the Ann Lake Club, to be installed when frost is out of the ground made by Supervisor Ellinger. Seconded by Supervisor Adams. Motion carried.

Big Lake Food Shelf - Discuss

The board discussed a request from Big Lake Food Shelf but noted Orrock Township doesn't have suitable space. The old corner building was mentioned but deemed hazardous due to mold from being closed too long, and that building is scheduled for demolition. The board agreed to communicate that while they support the cause, they cannot offer space, but would consider other forms of support if requested.

2026 Recycle Day Participation – Discuss/Action

The board discussed continuing their longstanding participation in the recycle day event scheduled for May 16th from 8 AM to noon. They saw no reason not to continue participating and would reach out to the community about the event. Supervisor Ellinger volunteered to help that day.

Motion to participate in 2026 recycle day made by Supervisor Ellinger. Seconded by Supervisor Owen. Motion carried.

Accessor Video – Information

The board received information about a video available on the assessor's web page to help the public understand the assessor's role. The assessor encouraged property owners with questions to review it. The board was reminded of their Board of Appeal and Equalization meeting scheduled for April 8th at 6 PM.

BLFD Contract – Discuss/Action

Supervisor Ellinger, who attended the Big Lake Fire Department contract meeting along with Supervisor Keiderling, the clerk, and a community member, reported on discussions about projected cost increases for 2027. The fire department contract costs hadn't increased significantly in recent years with only small amounts, but major equipment purchases were driving projected increases. Orrock Township averages 19-22 fire runs per year by the BLFD. Orrock Township is served by two fire departments, covering different areas.

Supervisor Ellinger expressed concerns about the projected increases but felt the fire department was trying to work with the township. He recommended continuing with the contract for one more year while having ongoing discussions with the fire board, planning to start reviewing the contract in fall rather than waiting until the following year. The increases were attributed to equipment purchases as well as general cost increases. The first half of the year's payment had already been made. The board decided to maintain the current contract while planning for future budget discussions.

Planning & Zoning

Proposed "Hamlet District" - Discussion

The board discussed ongoing planning and zoning initiatives that had been presented at previous meetings. The township's planning and zoning representative was absent but had provided written comments opposing multifamily housing due to concerns about shared septic systems and maintenance issues. He also opposed reducing minimum lot sizes from 2.5 acres to 1.5 acres, feeling this would compromise Orrock Township's rural character given the amount of state and federal land in the area.

Board members discussed specific questions from the planning commission: whether to support multifamily housing, townhomes and patio homes in the hamlet district; whether to support mixed-use housing and businesses; and whether to support reduced setbacks. One member opposed reducing lot sizes to 1.5 acres, agreeing it would detract from reasons people move to Orrock Township, especially given that neighboring townships have tighter residential areas.

Regarding multifamily housing, board members expressed concerns about large apartment complexes but were more accepting of duplexes on 2.5-acre lots. There was discussion about whether townhomes would be individual units on 2.5 acres or multiple units sharing acreage. The board was

generally supportive of mixed-use development and reduced setbacks but wanted to maintain the 2.5-acre minimum lot size. They expressed approval for duplexes but were divided on quad-homes, with some members undecided or opposed to larger multifamily developments.

TWP Soil Separation-Lot Size – Discussion

The board discussed reducing soil separation requirements from 3 feet to 2 feet. One member with relevant expertise indicated this reduction wouldn't cause damage and would make development easier for home builders. Another member abstained stating lack of knowledge about soil separation requirements. The board agreed to support the reduction with the agreed upon comments to be added before submission.

2025 Sherburne Co. Violation Report – Information

The board reviewed the planning and zoning violation report showing Orrock Township had 5 active violations, 12 closed violations, 12 carryover active violations, and 2 carryover closed violations. Violation types included septic, solid waste, zoning, and shoreland. The closed violations involved building, solid waste, and septic issues. A map showing violation locations was displayed as public information.

Veterinarian Clinic - Update

The board received an update on confusion at the planning and zoning meeting regarding a proposed veterinary clinic ordinance. The planning and zoning board discovered the ordinance proposal was written by the applicant rather than planning staff, explaining why it was vague and inconsistent with existing county ordinances. Issues included inconsistency with horse/equine business requirements (currently 10 acres vs. proposed 5 acres), animal setback inconsistencies (proposed 10 feet vs. required 500 feet for kennels), and agricultural building setback inconsistencies (current 50 feet vs. proposed 10 feet).

Planning and zoning staff was asked to rewrite the ordinance and return it to townships for additional input, believing township feedback wasn't fully informed due to the inadequate original proposal. Key questions included appropriate acreage requirements for large vs. small animal veterinary clinics, setback requirements, distinctions between clinic types, and language about employees and animals on-site.

The board's previous recommendations remained unchanged: 10 acres for large animal clinics, 2.5 acres for small animal clinics, with setbacks consistent with agricultural buildings (50 feet). They suggested leaving detailed employee and animal calculations to planning and zoning staff expertise.

Roads

Bryan Coons, Sealtech – Asphalt & Paving Co. – Introduction

Bryan Coons from Sealtech Incorporated introduced his company, explaining 18 years in business with 28 years of industry experience. He described consulting work with townships, cities, counties, and

North Dakota's state highway system, helping transform their maintenance programs over 11 years. His goal is providing information on proper road maintenance materials and timing to extend road life to 30-40 years instead of the typical 10-15 years before rebuilding.

When asked about infrared patching capabilities, he confirmed his company could provide this service though noted it's designed for specific applications. The board thanked him for the information and indicated their road authority would follow up if services were needed, noting that more detailed technical discussions would be appropriate with road committee members rather than the full board.

Board Business/Updates – Committee Reports

Adams

No report provided.

Ellinger

Passed due to time constraints.

Felber

Also passed due to time.

Keiderling

Not present.

Owen

Reported a conversation with Matt Leaf from MP Asphalt and Concrete in Becker as another option for pothole patching and infrared work. He indicated this company might be cost competitive with existing contractors and provide better communication, including firm scheduling commitments for patchwork timing.

Treasurer Business

Cash Control Statement And Investment Update – Approve

The treasurer presented account balances, reconciliation with the accounting program, receipts, disbursements, and interest received. She requested transferring \$438.15 to cover debits and \$6,580.71 from money market to cover claims and payroll.

Motion to approve transfers as requested made by Supervisor Ellinger. Seconded by Supervisor Adams. Motion carried.

Treasurer's Report - Approve

The treasurer presented fund balances for approval.

Motion to approve the treasurer's report made by Supervisor Owen. Seconded by Supervisor Adams. Motion carried.

Report Of January Sherburne State Bank Securities Pledge Validation – Review

The board reviewed the securities pledge validation, confirming adequate coverage. One member noted the major road project might be delayed until fall if a wet spring condition were to occur, suggesting this could provide opportunities for better investment returns on reserved funds over a 4-month period if the delay occurs.

Adoption Of 2026 Budget Framework

The treasurer presented the budget framework showing general fund receipts of \$134,250 and disbursements of \$144,135, requiring use of reserve funds. Fire fund receipts were projected at \$140,000 with disbursements of \$155,000, also requiring reserve funds. Road and bridge fund showed receipts of \$942,800 and disbursements of \$985,425, with the difference covered by reserved funds.

Board members explained their long-standing goal of maintaining 100% funding for each year due to timing issues with fire payments due in January/February while tax receipts don't arrive until June/July and December. They emphasized this provides security against economic disruption while maintaining the township's core responsibilities of fire protection and road maintenance.

The treasurer noted the capital fund was set at zero pending an April siren meeting with other townships to develop a coordinated plan. Any decisions about siren funding would require unanimous board approval to transfer money between funds.

Motion to adopt the proposed 2026 budget framework made by Supervisor Ellinger. Seconded by Supervisor Owen. Motion carried.

Consideration Of Levy Recommendations For Taxes Payable In 2027

The treasurer presented levy recommendations totaling \$1,155,000, representing a 2.7% increase. General fund levy was proposed at \$105,000, fire fund at \$150,000 (reflecting increased fire costs), and road and bridge at \$900,000. The committee targeted staying under 3% increase to match inflation rates while acknowledging difficult economic times for residents.

Charts showed levy history and tax rates, demonstrating relatively stable taxation despite levy increases due to growth in the tax base from new construction. For a \$300,000 home, taxes would remain approximately \$500, similar to previous years, meaning actual taxpayer burden remains consistent even with levy increases due to expanded tax base.

Board members clarified that while they approve the budget, the levy must be approved by township electors at the annual meeting on March 10th. The board makes recommendations but voters have final authority over levy amounts.

Motion to recommend the proposed levy for taxes payable in 2027 made by Supervisor Adams. Seconded by Supervisor Ellinger. Motion carried.

Additional Disbursements For Approval

The treasurer requested approval for additional disbursements paid through debit card: \$28.07 for Office Depot and \$156.78 for postage.

Motion to approve additional disbursements made by Supervisor Ellinger. Seconded by Supervisor Owen. Motion carried.

Board Of Audit

Introduction By Treasurer

The treasurer introduced the annual board of audit requirement as an internal check and balance system.

Review Of Receipts And Disbursements Registers And Confirmation Of 12/31/2025 Cash Balances

Board members reviewed receipt and disbursement registers in their packets.

Selection Of Three Receipts For Board Review

The board randomly selected and reviewed three receipts: July 31, 2025 4M fund receipt #07312025 for \$579.97; July 8th Sherburne County receipt #448233 for \$183,450.30; and August 20th Sherburne County wildlife refuge payment receipt #448244 for \$5,559.58. All receipts were verified as accurate.

Selection Of Three Disbursements For Board Review

The board randomly selected and reviewed three disbursements: April 23, 2025 check #12200 for \$11,268; February 26, 2025 check #12137 for \$13,512.50; and July 30th WSB engineering check #12263 for \$3,067.00. All disbursements were verified as accurate.

During the audit, one board member commented on the relatively small amount the township receives from state payments for refuge and other properties compared to local taxpayers, noting this creates a burden on residents despite the township having minimal expenses for those state lands, though roads and fire services are still required.

Announcements

Annual Meeting – Tuesday March 10th - Commences @ 7PM, Town Hall

The annual meeting will include a 6 PM sloppy joe feed on a first-come, first-served basis, with the meeting commencing at 7 PM. The board clarified they do not run the annual meeting; electors elect a chair to conduct the meeting.

League Of MN Cities, Day On The Hill – March 11th

March Regular Meeting –March 25th @ 7PM

2026 MAT Spring Courses – March To April

Board members were reminded about MAT spring courses available for continuing education, with township payment for attendance. Members should sign up according to course requirements and notify staff if they didn't receive course information in the mail.

LBoFAE Meeting – April 8th @ 6PM, Town Hall

The Board of Appeal and Equalization meeting procedures for citizens will be posted on the township website with instructions for those wishing to appear before the board.

Adjournment

Motion to adjourn made by Supervisor Adams. Seconded by Supervisor Owen. Motion carried.

The meeting was adjourned at 8:26 PM.

Respectfully Submitted,
Shelley Erickson
Orrock Township Clerk

Accepted on this **25th day of March 2026**, by the Orrock Township Board of Supervisors.

Anne Felber, Chair

Attest: _____
Town Clerk



AGENDA ITEM

Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>03/25/2026</i>	Regular Agenda Item	Item No. 7A
Item Description: <i>Presentation of Draft Annual Meeting Minutes</i>	Reviewed By: N/A		
	Reviewed By: Shelley Erickson		

ACTION REQUESTED

None. Board determines if there are any action items from the annual meeting.

BACKGROUND/DISCUSSION

The draft annual meeting minutes have been approved and signed by Boaz Erickson, meeting moderator. The board can take action on any items that may have arisen at the annual meeting.

ATTACHMENTS

Draft Annual Meeting Minutes



ANNUAL MEETING
Tuesday, March 10, 2026- 7:00PM

The Orrock Township Electorate met for their Annual Meeting, on Tuesday March 10, 2026. The meeting took place at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

The meeting was called to order by Clerk Shelley Erickson at 7:00PM and the Pledge of Allegiance was recited by the Electorate. 34 residents were in attendance. Also, in attendance was the Patriot News.

Call for a Moderator

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

Electorate vote: Voice vote approval to install Boaz Erickson as Moderator. Motion Prevailed.

Call for Motion to Approve 2026 Annual Meeting Agenda

Moderator Erickson welcomed everyone to the Township Annual Meeting and noted it was an opportunity for the electorate to be involved, with everyone having equal say. He asked if there were any questions about the agenda and confirmed everyone had received a copy.

Motion/Second to Approve 2026 Annual Meeting Agenda by Paul Ellinger/Gregg Felber.

Electorate vote: Voice vote approval of the 2026 Annual Meeting Agenda. Motion Prevailed.

Call for Motion to Dispense With Reading of 2025 Annual Meeting Minutes

Motion/Second to dispense with the reading of the 2025 Annual Meeting Minutes by Gregg Felber/Don Stauffer.

Electorate vote: Voice vote approval to dispense with the reading of the 2025 Annual Meeting Minutes. Motion Prevailed.

Call for Motion to Approve 2025 Annual Meeting Minutes

Motion/Second to Approve 2025 Annual Meeting Minutes by: Gregg Felber/Bryan Adams.

Electorate vote: Voice vote approval of the 2025 Annual Meeting Minutes. Motion Prevailed.

Town Financial Report – Receipts Procedure

Treasurer Kellie McConville explained that the board conducts an annual audit of the books, with board members selecting three receipts and three disbursements each month to check against her records. She requested a motion to waive reading of all checks written and received, instead providing just a synopsis.

Motion/Second to waive reading all receipts and disbursements from 2025 by: Don Stauffer/Patrick O'Hern.

Electorate vote: Voice vote approval to waive the reading of all receipts and disbursements from 2025. Motion Prevailed.

Treasurer McConville reported that cash receipts are verified with Sherburne County, and she balances books with the clerk to ensure records match. She presented the financial report showing fund balances:

- General fund: Started 2025 with \$283,194.47, ended with \$358,975.84
- Road and bridge fund: Started with \$1,354,908.59, ended with \$1,731,277.25
- Fire fund: Started with \$134,174.12, ended with \$141,128.90

She explained that reports are broken down by object codes showing expenditures by category for each fund, including supplies, postage, communications, and other expenses across general, road and bridge, capital improvements, and fire funds.

Board of Audit

The board of audit report detailed that the treasurer performs monthly bank reconciliations, and the board reviews all receipts, disbursements, and bank statements each month. The clerk confirms receipts match records, and payments from the county and state agencies are verified against the township's accounting system. In February, the board chose three random receipts and disbursements to review individually, and all were verified as accurate. The board confirmed that year-end cash balances matched recorded reports.

The Board of Audit report shows the following:

- Receipts Verified:
 - #4M07312025 paid to the town by – 4M Fund - \$579.97
 - #448233 paid to the town by – Sherburne County, PT 1 final Settlement - \$183,450.30
 - #4482244 paid to the town by – Sherburne County, Wildlife Refuge - \$5,559.58

All three were verified to be accurate.

- Disbursements verified:
 - #12200 paid to Sherburne County Treasurer Auditor - \$11,268.00
 - #12137 paid to Waletzko, LLC - \$13,512.50
 - #12263 paid to WSB - \$3,067.00

All three were verified to be accurate.

The Board of Audit found all documentation concerning these transactions to be in order. Cash Basis accounting reports were also verified.

2024 External Audit

Treasurer McConville reported that Schlenner Wenner & Co. performed the external audit for the township's financial statements. The audit went smoothly with a positive working relationship with management. Nothing unusual was noted in recorded transactions or accounting policies and treatment. The auditing firm prepared the 2024 financial statements on behalf of the township.

The audit findings noted that the township elected not to adopt certain financial statement requirements and not to record capital assets. The township has a lack of proper segregation of duties, which is common for townships of this size. Areas of compliance reviewed included contracting and bidding, depositories of public funds, conflicts of interest, claims and disbursements, and miscellaneous provisions. One finding noted deposits in excess of insured limits.

2025 Township Overview

Moderator Boaz Erickson presented the audience with an overview of the past year's activities and information about the Town.

- i. 2025 Estimated Population – 3,868 (based on 2.5 people per residence)
- ii. 2025: 14 new homes permits were issued – Total value \$3,925,000
- iii. 2026 Valuation - Net Tax Capacity \$6,899,752M (2025 \$6,391,484M)
- iv. 2026 Valuation - Taxable Market Value: \$673,960,894 (2025 \$626,893,261)
- v. Shores of Eagle Lake
 - Nine building permits were issued in 2025
- vi. Pine Crest Estates West
 - Plat recorded 8/26/2022
 - 23-lot development south of County Road 4
 - Five building permits were issued in 2025
- vii. Recycle Day 2025
 - 50 Orrock Township residents participated (26% of the 191 total participants)
- viii. Annual Meeting Electorate (town residents) approved and certified the 2025 levy \$1,125,000
 - Road and Bridge \$875,000
 - Fire Protection \$140,000
 - General fund \$95,000 (day to day operations of the Town)
 - Capital \$15,000

Big Lake Fire Department and Zimmerman Livonia Fire Report:

- 2025 Calls for Service 38 Total
- Big Lake Fire Department 22 (59 total calls) (2025-22, 2024-14, 2023-23)
- Zimmerman Livonia Fire District 16 (62 total calls) (2025-16, 2024-21, 2023–25)
- The Big Lake Fire Department has a part-time Chief Seth Hansen
- The Zimmerman Livonia Fire District has a full-time Chief Ryan Maloney
- Increasing population, equipment costs and personnel costs will result in increased operating budgets for both departments
- Both of Orrock Township fire service contracts are based on a percentage of the Orrock Township tax base. Both contract rates are based on the percentage of each governmental entity's share of net tax capacity and fire calls and is then applied to the previously approved fire budget. The entities are charged their percentage of the total budget. (This year Orrock's share is 11.20% of the ZLFD fire budget amount of \$544,375.00 and 8.69% of BLFD fire budget amount of \$533,018.00 and depreciation amount of \$239,570.79) Actual billing for Big Lake Fire Department for 2026 fiscal year is \$67,844.45 (Due to an error using the agreed upon formula.) 2026 fiscal year billing should have been \$90,307.20. Therefore the 2027 BLFD contract will have a large increase, (\$109,465.92). Causing Orrock Township to increase the Fire Levy as well as taking funds from the Fire Fund reserve.

Planning & Zoning Committee

Proposed "Hamlet District"

Dalton Keiderling who represents the township on the Sherburne Co. Planning & Zoning Committee, explained that Sherburne County is refreshing their comprehensive plan and asked about hamlets in three townships. Rather than an over reaching approach, each township can specialize their hamlet zoning differently.

The hamlet is a specialized multi-use zoning area combining residential, business, and light industrial uses. Orrock's hamlet includes the Getaway Bar area plus adjacent farming areas. Currently, there are four businesses and some residential areas, but larger areas are available if current residents sell.

Keiderling discussed potential uses like multi-family units for elderly residents, childcare centers, and other services. The hamlet would allow modifications to easements, and closer building placement to roads,

and different density requirements than the general rural 2.5-acre minimum.

Keiderling noted this is a rare opportunity where the county will implement what the township wants rather than imposing universal rules. The township chose not to split the hamlet into separate residential and commercial sections, preferring to evaluate proposals case-by-case.

Discussion included concerns about high-density development conflicting with rural lifestyle preferences. Questions arose about septic system limitations, developer potential for large projects, and impact on current residents and farmers in the area.

One resident expressed strong opposition to multi-story high-density buildings, preferring to maintain the rural character. Others asked about the approval process and whether residents would have ongoing input beyond this meeting.

A request by the electorate for a motion to allow nothing larger than single story quad homes to be built, depending on septic, water, etc.

Motion: To limit development in the hamlet district to single-story quad homes maximum made by Steve Mockenhaupt. Seconded by Carol Spagenske. All voted in favor. The board was instructed to pass this recommendation to the county.

Road Report

Peter Owen, township road authority, reported the 2025 road and bridge fund levy was \$850,000 with actual receipts of \$925,000, along with other funding sources detailed in the report package.

2025 Total Road Expenditures \$549,106 (2025 Levy \$850,000.00)

- 2025 Road Improvements overlay projects with a total cost (including engineering) of \$386,894
- Snow and Ice control for 2025 (Jan – Dec 2025) \$57,320
- Pothole, Rut Filling and Patching, Sinkhole Repair for 2025 - \$32,625
- Tree Trimming, Brush Trimming, and Stump Removal for 2025 - \$25,574
- Signs & Installation - \$1,038
- West Eagle Lake Reconstruction (upcoming 2026 project) - \$22,650
- Total 2025 Expenditures - \$549,106

2025 Overlay Project – Total Cost \$386,894 (excluding engineering fees)

- 253rd Avenue NW From County Rd 5 to Prairies' Edge Wildlife Dr.
- 180th Street from cul-de-sac to 253rd Avenue NW
- 190th Avenue NW from 247th Avenue NW. to County Rd 75

West Eagle Lake Road Improvements Planned for 2026 – Estimated Cost - \$776,791 (excluding engineering fees)

- 232nd Ave From Co. Rd. 75 to corner of 188th St
- 188th St NW to the corner of 234th Ave
- 234th Ave to Co. Rd. 75.
- 189th St to 234th Ave
- 189th St to 232nd Ave
- 188th St NW to dead-end (beyond corner of 234th Ave)

Presentation of the Proposed 2025 Tax Levy

Treasurer McConville presented the proposed 2027 levy with a 2.7% increase from 2026, totaling \$1,155,000. The breakdown includes:

- General fund: \$105,000
- Road and bridge: \$900,000
- Fire: \$150,000
- Capital: \$0

The board tried to stay under 3% increase despite current inflation at 3.2%. To achieve this, they plan to use savings and fund equity from general, road and bridge, and fire funds. The fire department cost increases and West Eagle Lake road project significantly impact the budget. Interest earnings help offset some expenses, with \$70,000 earned in 2025.

The levy history shows the general fund had a 3.8% increase in 2024, no increase in 2025, and a modest increase proposed for 2027. Despite the 2.7% levy increase, individual property taxes may actually decrease slightly due to new home construction spreading the tax base. For a \$300,000 home, taxes would decrease from \$577 in 2026 to \$499 in 2027, a 0.3% decrease.

Kellie McConville presented the Board’s recommendation, for the Levy 2027 as follows:

General Fund	\$ 105,000
Road and Bridge	\$ 900,000
Fire	\$ 150,000
Capital	\$0
TOTAL	\$1,155,000

Sherburne History Museum Request

The clerk reported that Sherburne History Museum is updating their exhibits and requesting input about family histories, stories, and heirlooms related to Orrock Township's past. They plan rotating exhibits for each township and encourage membership. The museum is located in Becker off Edgewood and hosts events like snowshoeing in winter.

Business From the Floor

A resident asked about exploring a single garbage company for the township. Others noted this had been tried before with mixed results - some cities saved money through economies of scale, while others had disasters. The moderator noted this was a contentious topic and no formal action was taken.

Anne Felber announced that four positions are up for election: three supervisors and the treasurer. Filing is in August with elections in November. One supervisor announced they would run for re-election.

Residents raised concerns about Ann Lake landing maintenance issues. The Lake Association has maintained the landing for 50+ years at no cost to the township but is running out of money due to rising costs for invasive species treatment (\$20,000-30,000 annually), utilities, maintenance, and other expenses while collecting only \$25 annual dues per family.

Extensive discussion occurred about three potential options: township taking over landing operations, transferring to DNR management, or continuing current arrangement with financial assistance. Legal complications include a 1999 contract with DNR, liability and insurance concerns, and deed restrictions requiring public access "forever" that prevent sale to the Lake Association.

The DNR expressed interest in taking over the property, which surprised board members. However, questions remain about DNR's capacity to maintain facilities and treat invasive species, as they lack funding and don't maintain other area facilities well.

A future meeting is scheduled between township representatives and Ann Lake Association committee to discuss options before bringing recommendations to the full board.

Discussion included the possibility of forming a Lake Improvement District (LID) that could levy a membership charge, specifically for lake maintenance, similar to arrangements on other area lakes. However, Lake Association members indicated this option had been considered but lacked sufficient landowner support.

Approval of the 2027 proposed Tax Levy (MS 365.10)

Motion/Second to approve the 2027 Levy as presented and recommended by the Board of Supervisors by Gregg Felber/Bryan Adams.

Electorate vote: Voice vote approval to adopt the 2027 levy in the amount of \$1,155,000.00. Motion Prevailed.

General Fund	\$ 105,000
Road and Bridge	\$ 900,000
Fire	\$ 150,000
Capital	\$0
TOTAL	\$1,155,000

Set date, time and location for the 2027 Annual Meeting

State statutes dictate the date for Township Annual Meetings as the second Tuesday of March. For 2027 that date is March 9, 2027. The electorate agreed and there was no further discussion.

Announcements:

- Local Board of Appeal and Equalization – Wednesday, April 8th @ 6PM - Town Hall
- Annual Recycle Day - Saturday, May 16th – 8AM to 1PM – Town of Big Lake Maintenance Building - 20150 166th Street NW, Big Lake
- Regular Township Board Meetings – Fourth Wednesday of the Month 7PM - Town Hall

Motion to Adjourn or Recess the Annual Meeting

Motion/Second to adjourn the 2026 Annual Meeting and certify the 2027 levy to the Sherburne County Auditor’s Office by September 30, 2026 by Anne Felber/Bryan Adams.

Electorate vote: Voice vote approval to adjourn the 2026 Annual Meeting and certify the 2027 levy to the Sherburne County Auditor’s Office by September 30, 2026.

Motion Passed, adjourning the 2026 Annual Meeting on Tuesday, March 10, 2026 at 8:43PM.

Respectfully Submitted,
Shelley Erickson
Town of Orrock, Clerk

Boaz Erickson, Meeting Moderator

Attest: _____
Shelley Erickson, Town Clerk

Dated: _____

Draft minutes presented to the Board on this **25th** day of March 2026.

Anne Felber, Chair

Attest: _____
Shelley Erickson, Town Clerk

Attendees: Paul Ellinger, Anne Felber& Gregg Felber, Shelley & Boaz Erickson, Peter Owen, Bryan Adams, Dalton Keiderling, Stacy & Ted Schutta, Carol Spagenske, Pat Flanagan, Karel Lind, Steve Johnson, Steve & Cindy Mockenhaupt, Don Stauffer, Jeremy Swanson, Paula Jelen, Darryl Waletzko, Pat & Jackie O’Hern, Rachel & Dale Splettstoesz, Leslie Waterhouse, Beverly Aubol



AGENDA ITEM

Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>03/25/2026</i>	Regular Agenda Item	Item No. 7B
Item Description: <i>Recycle Day Update</i>	Reviewed By: <i>N/A</i>		
	Reviewed By: <i>Shelley Erickson</i>		

ACTION REQUESTED

No Action Required

BACKGROUND/DISCUSSION

The Annual Recycle Day will take place on May 16th and will be held at the Big Lake Maintenance Building, 20150 – 166th St. NW, Big Lake, MN, 55309, from 8am to 1pm. I have sent our participation agreement to Brenda Kimberely-Maas. The postcard draft has been sent to the printer. We have had several people volunteer to help on Recycle Day. Brenda will let us know what she needs when we get closer to the date.

The estimate below is based on last year's count.

Orrock Township Recycling Day Postcard

6x11

Green cardstock paper

Black ink both sides

Mail 1,508

42 extras

1,550 total print

Printing & Mailing - \$619.35

Postage - \$423.00

Total - \$1,042.35

ATTACHMENTS

Recycle Ad

RESIDENTIAL RECYCLE DAY**Saturday, May 16, 2026 8 AM - NOON**

Location: Town of Big Lake Maintenance Bldg. 20150 166th St. NW, Big Lake MN

RESIDENTIAL ONLY - NO COMMERCIAL ACCOUNTS**ONLY LISTED ITEMS WILL BE ACCEPTED*******ABSOLUTELY NO GAS FRIDGES (CAMPER, ICE HOUSE, R/V)*****

ACCEPTED ITEMS	QTY	X	Cost	Total \$
APPLIANCES Stove/Microwave/Dishwasher/Freezer/Fridge/Washer Dryer/Water Heater/Water Softener/ Dehumidifier/Furnace/Window A/C / Gas Grills <i>(tanks are extra fee – see below)</i>		X	\$15/ea	= \$
SMALL APPLIANCES – Vacuum/Carpet Cleaner Hand-held Power Tools		X	\$10/ea	= \$
EXERCISE EQUIPMENT – Ellipticals/Stationary Bikes/Treadmills		X	\$15/ea	= \$
TUBE TVS/MONITORS		X	\$25 ea	= \$
REAR PROJECTION/WOOD CONSOLE TVS		X	\$50/ea	= \$
PERSONAL ELECTRONICS – CPU/Laptop/Tablet/Printers/VCR DVD/Gaming Systems/Small Flat Screen Monitors & TVs		X	\$15 /ea	= \$
PASSENGER VEHICLE TIRE - OFF RIM		X	\$5 /ea	= \$
COMMERCIAL TRUCK TIRE - OFF RIM		X	\$25/ea	= \$
TRACTOR TIRE - OFF RIM		X	\$75/ea	= \$
TIRE ON RIM FEE – PER TIRE		X	\$15/per tire	= \$
PUSH LAWN MOWER / SNOW THROWER/LAWN TRACTOR/SNOWMOBILE/2-CYCLE ENGINE - DRAINED		X	\$15/ea	= \$
UNDRAINED EQUIPMENT FEE – PER ITEM		X	\$15/per item	= \$
20# PROPANE TANK		X	\$10 /ea	= \$
1# PROPANE TANK		X	\$1 /ea	= \$
CFL BULBS/TUBES - LIMIT 20		X	\$1 /ea	= \$
LED LIGHTS - LIMIT 20		X	\$1 /ea	= \$
BALLASTS - LIMIT 10		X	\$1 /ea	= \$
SCRAP METAL			FREE	\$0
VEHICLE BATTERIES			FREE	\$0
TOTAL			\$	
PAYMENT METHOD CASH <input type="checkbox"/> CHECK <input type="checkbox"/>				
CHECK #				

**** COMPLETE AS MUCH AS YOU ARE ABLE, PRIOR TO REACHING GATE ****

Payment must be in the form of CASH or CHECK PAYABLE TO "TOWN OF BIG LAKE"
Non-Sufficient Funds checks will be charged a service fee of \$30. An invoice will be mailed.

FOR MORE INFORMATION CALL: Big Lake Township: 763-263-8111

OR Metro Appliance Recycling: 763-241-8787

ORROCK TOWNSHIP



AGENDA ITEM

Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>03/25/2026</i>	Regular Agenda Item	Item No. 7C
Item Description: <i>SWCD Services Agreement</i>	Reviewed By: N/A		
	Reviewed By: Shelley Erickson		

ACTION REQUESTED

Motion to approve the 2026 June-October Service Agreement with Sher. Co Soil & Water Conservation.

BACKGROUND/DISCUSSION

Last year the Township had a maintenance agreement with SWCD to evaluate and remove the noxious weeds from our Prairie Land project. They did a great job.

ATTACHMENTS

- Services Agreement
- Services Quote



Services Agreement

Date: 2/24/2026

To:

Orrock Township
26401 180th St.
Big Lake, MN 55309

Scope of Services: June-October, 2026

1. Initial Site Maintenance and Plant Identification

- a) The Urban Conservationist and District Technician will conduct an on-site evaluation to identify and document the presence of undesirable or non-target plant species not included in the original seed mix
- b) Identified non-native or invasive species will be removed through manual hand pulling or treated with an aquatic-safe herbicide, as appropriate.
- c) All plant material removed by hand will be collected and properly disposed of off-site by SWCD staff.

2. Follow-Up Site Maintenance

- a) The District Technician will conduct a follow-up site visit to evaluate the effectiveness of the initial maintenance activities.
- b) Additional manual removal or herbicide treatment will be performed as needed based on site conditions.

3. Long-Term Maintenance Recommendations

- a) SWCD staff will provide Orrock Township with guidance and recommendations for ongoing maintenance to support the long-term success of the restoration project.

Sherburne SWCD will invoice upon completion of services not to exceed **\$428.03**.

Orrock Township acknowledges and accepts that herbicide application carries inherent risks, including but not limited to off-target drift, non-target vegetation damage, and potential health impacts. To the fullest extent permitted by law, Sherburne SWCD shall not be held liable for any claims, damages, injuries, or losses arising from or related to the application of herbicides. Orrock Township agrees to indemnify and hold harmless Sherburne SWCD, its employees, and supervisors from any and all such claims, liabilities, or expenses, including reasonable attorney's fees, arising out of or resulting from the services provided under this Agreement.

Township Clerk Signature

Date



Sherburne SWCD

QUOTE

Date: 2/24/2026

To:
Orrock Township
26401 180th St.
Big Lake, MN 55309

Qty	Description	Unit price	Line total
3 hours	Initial Site Maintenance and Plant ID Education – District Technician	\$69.73	\$209.19
1 hour	Initial Site Maintenance and Plant ID Education – Urban Conservationist	\$79.38	\$79.38
2 hours	Follow-up Site Maintenance – District Technician	\$69.73	\$139.46
	Services rendered between June-October 2026		
		Subtotal	\$428.03
		Sales Tax	0.00
		Total	\$428.03

If you are interested in moving forward or have any questions regarding the services outlined above, please contact Franny Gerde. A formal Contract for Services will be prepared and must be signed prior to the start of any work.

Franny Gerde
fgerde@sherburneswcd.org
763-220-3434 x104

Thank you for your commitment to conservation!



AGENDA ITEM

Orrock Town Board

Prepared By: <i>Shelley Erickson, Clerk</i>	Meeting Date: <i>03/25/2026</i>	Regular Agenda Item	Item No. 7D
Item Description: <i>Ann Lake Update</i>	Reviewed By: Chair Felber		
	Reviewed By: Supervisor Ellinger		

ACTION REQUESTED

TBD

BACKGROUND/DISCUSSION

Chair Felber and Supervisor Ellinger met with Ann Lake representatives on March 23rd to continue discussion on the future of the Ann Lake Beach property.



AGENDA ITEM

Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>03/26/2025</i>	Regular Agenda Item	Item No. 7E
Item Description: <i>Supervisor Compensation</i>	Reviewed By: <i>N/A</i>		
	Reviewed By: <i>Shelley Erickson</i>		

ACTION REQUESTED

Discuss/Action

BACKGROUND/DISCUSSION

There has been much discussion about how the Supervisors are compensated for their time. A resolution to this conversation is necessary.

ATTACHMENTS

SCAT Survey

Agreed on at the Jan. 2026 Reorg. Meeting

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 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)



AGENDA ITEM

Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>03/25/2026</i>	Regular Agenda Item	Item No. 7F
Item Description: <i>Historic MN Flag Request</i>	Reviewed By: N/A		
	Reviewed By: Shelley Erickson		

ACTION REQUESTED

Discuss/TBD

BACKGROUND/DISCUSSION

One of our residents, who regrettably can not attend this month's meeting, is requesting that the historic MN flag fly over Orrock Township or the American flag, not the current Minnesota flag. She referenced Elk River meeting to discuss this issue and requested that it be added to the agenda for discussion. She would like to see the historic MN flag flying over Orrock Township. (Or the American flag, which she knows we already do.) She thanked us for all the hard work we do as a committee/board.



AGENDA ITEM

Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>03/25/2026</i>	Regular Agenda Item	Item No. 8A
Item Description: <i>Bahr Haunted Acres</i>	Reviewed By: N/A		
	Reviewed By: Shelley Erickson		

ACTION REQUESTED

Discuss/Action

BACKGROUND/DISCUSSION

Requesting IUP for Occasional Special Event for a Haunted Trail

ATTACHMENTS

Sherburne County Planning & Zoning Memo

Maps

Description

Photos



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

March 4, 2026

Brent Bahr
24324 169th St NW
Big Lake, MN 55309

Sent to bahrba1@yahoo.com

Re: IUP for Occasional Special Event (Haunted Trail) at PID 35-414-0508 (*submitted on 2/13/2026*)

Dear Mr. Bahr,

This letter is regarding the Interim Use Permit (IUP) request to allow for Occasional Special Event (Haunted Trail) from 24324 169th St NW in Section 28 of Orrock Township. You would like the ability to use your 5.97-acre parcel to hold occasional special events for a “haunted trail to support/raise funds for local nonprofit organizations”. In 2025 you operated this event with an approved IUP from Sherburne County which expired on November 19, 2025.

The application that was submitted is *incomplete*. In order for the application to be deemed complete, the Sherburne County Zoning Department requires the following to be submitted:

- 1) Township comments are needed. Please contact Shelley Erickson, the Township Clerk, and request it to be placed on the township agenda. Their number is 763-263-6411 or email clerk@orrocktownship.com. I will forward this letter and all subsequent information to them.
- 2) Attached are your approved conditions and packet for the 2025 event that was approved by the County Board. Will you be proposing to follow the same operations plan along with site plan for future events?
- 3) Any additional information required by the Zoning Administrator specific to this IUP request.

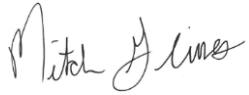
Once the required information has been submitted your project will be scheduled for the next available public hearing with the County Planning Advisory Board. We reserve the right to postpone this hearing, pursuant to the provisions of Minnesota Statute Section § 15.99.

Please note:

Incomplete applications shall be considered denied one (1) year from the date of the application if the proposal has not obtained the required approvals. The Zoning Administrator may grant one 6-month extension if the Zoning Administrator determines that continuous progress has been made to keep the application moving toward approval.

I look forward to assisting you through the Interim Use Permit process. If you have any questions, please contact me at 763-765-4466 or by email at mitch.glines@co.sherburne.mn.us.

Sincerely,

A handwritten signature in cursive script that reads "Mitch Glines".

Mitch Glines
Sherburne County Senior Planner

Cc: Orrock Township (clerk@orrocktownship.com)
Big Lake Fire (BLFDmn1@gmail.com)
Sand Dunes State Forest (john.korzeniowski@state.mn.us)
Sherburne County Attorney's Office

Bahr Conditions of Approval

1. The applicant shall notify the Sherburne County Sheriff's Department at least seven (7) days in advance of the proposed events.
2. 30 days prior to starting this operation annually, the applicant must provide Zoning Staff with a detailed security plan that includes directives for emergency response personnel, (Big Lake Fire Department and Sherburne County Sheriff Department) who may be called on to serve this property.
3. The applicant will need to either hire security or the Sheriff's Department to provide security at established hourly rate during site operations.
4. The Board's Packet Attachments including the site plan with the written descriptions along with any conditions added during Planning Advisory Commission and/or County Board review will become part of the approved interim use permit.
5. Days of operation shall be Fridays and Saturdays and hours of operation shall be 7:00pm to 10:00pm during the month of October. The site may operate one Saturday during the month of October, 2:00pm-4:00pm for younger children to visit the site.
6. All activities on site must comply with MN Rule 7030.0040 Noise Standards. The permit holder shall run a sound level meter at property lines during the events to ensure compliance with MN Rule 7030.40. The permit holder will supply the County with records of the noise level test if complaints arise.
7. The existing house may not be accessible to event participants.
8. The septic system must be roped off so as to not have pedestrian and/or vehicle traffic on it.
9. Prior to allowing public access to the buildings, bridge or new structures, the property owner must hire a Licensed MN Design Professional to complete a code analysis of the walk-through buildings and bridge to ensure they accommodate the proposed use to meet State Building Code. A copy of the code analysis must be provided to the Planning and Zoning Office and any necessary improvements must be made and verified by a Licensed MN Design Professional. A building permit is required for any improvements to buildings over 200 sq. ft.
10. Any use of exterior lighting and attractions shall be directed away from neighboring residences and the public right-of-way.
11. The use of food trucks or food & beverage vendors shall comply with all MN Dept. of Health and MN Dept. of Agriculture regulations. Required licenses for food trucks and/or vendors shall be provided to the Planning and Zoning Office, if requested.
12. Adequate sanitary services shall be made available (minimum of two portable toilets) to anyone using this property. A copy of the service contract shall be provided to the County, if requested.
13. The applicant shall ensure all waste generated at the property is properly disposed of by a licensed hauler. All trash in the adjoining road ditches to the subject property must be picked up the day following each event.
14. The number of people allowed on the property is to be determined by the number of parking spots on the property and an attendance management plan must be submitted by the applicant to ensure that attendance does not exceed the required number as associated with only on-site parking. No additional parking will be allowed on any streets.
15. No Parking Signs will be posted on 169th St NW a distance of 200 ft of the property from.

16. Excessive noise, glare, odors, traffic, or other nuisances may be justification for the County to revoke or modify the terms of the Interim Use Permit.
17. The IUP is issued to Brent Bahr and shall expire with a change in ownership of the property.
18. The applicant shall maintain proper business liability insurance and provide a copy of the insurance records to the County annually prior to the events commencing.
19. The property owner shall permit the County to inspect the property when needed.
20. The IUP is good for one (1) year from today's date (November 19, 2024).



Packet Attachment A

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 but not limited to, direct, indirect, special, incidental, or consequential damages, 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\gutorzj\AppData\Local\Temp\arcAC49\~DF3DC80A4290D3794A.TMP Map Created: 12/5/2017



IUP FOR OCCASIONAL SPECIAL EVENT
 BAHR'S HAUNTED ACRES
 35-414-0508
 ORROCK TOWNSHIP

SEC:	28
TWP:	34
RGE:	27
ACRES:	5.97
GENERAL RURAL	

Bahr's Haunted Acres

We are an LLC at this time but working as a non profit. We support youth groups in the area such as the Jet cheer leaders, Big lake boy scoots, Zimmerman high school drama, and others. We have many volunteers, Youth from the above groups, parents from these groups, friends and contractors.

We operator as a Halloween Haunting Venue in the month of October, Friday and Saturdays hours may vary on these days.

Over 70% of tickets and donations are returned to the groups mentioned above, Remainder is used for operational expenses and expansion. Insurance is though Thomes insurance group.

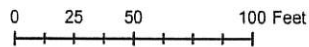
We provide our own security during hours of operation parking is mostly on site over flow on one side of street.

Sanitary bath rooms are provided during hours of operation.

Advertising will very from Facebook and other online sources, fliers sign in yard, signs on street corners up during events, billboard sign intersection of county 10 and 15.

Bahr's Haunted Acres

New
Ditch



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\GLINESM\Desktop\Permit_Review2.mxd Map Created: 12/12/2018

Haunted Trail AREA

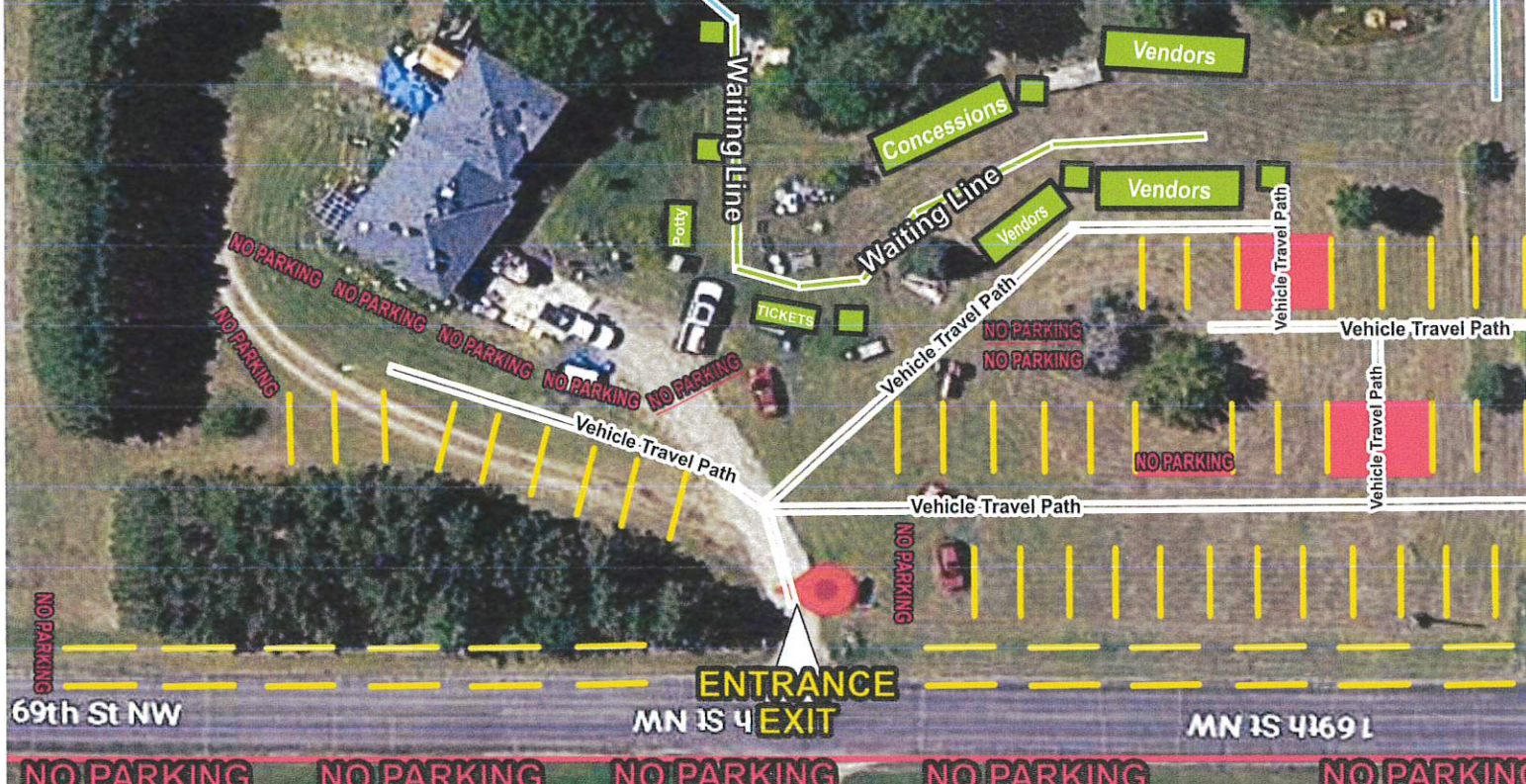
Multiple "buildings"
free standing environments

Trails, Animatronics, Actors

All groups are guided through

Radios/Cellphones are used
by volunteers and actors to
assist with safety, security,
and needs throughout event.

Google



Yellow Squares indicate parking
 Red Markings/Lettering indicate NO PARKING
 White lines indicate vehicle travel path
 Blue Lines/Area indicates Trail

PID 35-00414-0508

Applicant: Brent Bahr

IUP: Occasional Special Event (Haunted Trail)

Packet Attachment D-1

September 10, 2024

Photo by D. Maschler



PID 35-00414-0508

Applicant: Brent Bahr

IUP: Occasional Special Event (Haunted Trail)

Packet Attachment D-2

September 10, 2024

Photo by D. Maschler



PID 35-00414-0508

Applicant: Brent Bahr

IUP: Occasional Special Event (Haunted Trail)

Packet Attachment D-3

September 10, 2024

Photo by D. Maschler





AGENDA ITEM

Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>03/25/2026</i>	Regular Agenda Item	Item No. 9A
Item Description: <i>Spring Road Tour</i>	Reviewed By: N/A		
	Reviewed By: Shelley Erickson		

ACTION REQUESTED

Motion to schedule the road tour on xxxx, at xxx.

BACKGROUND/DISCUSSION

When does the board want to schedule the spring road tour? The road tour is typically done in April or May. The road tour has typically started at 9AM



AGENDA ITEM

Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>03/25/2026</i>	Regular Agenda Item	Item No. 9B
Item Description: <i>West Eagle Lake Project</i>	Reviewed By: N/A		
	Reviewed By: Kevin Kruger		

ACTION REQUESTED

Information

BACKGROUND/DISCUSSION

Kevin Kruger will give an update on the West Eagle Lake project for this year.

Township Legal Seminar

Presented by:

Couri & Ruppe Law Office

Inquiring Minds Want to Know:



- ROAD VACATIONS
- ENGINEERING: ROAD MAINTENANCE/DUST CONTROL
- CONFLICTS OF INTEREST
- DRONES
- TOWNSHIP JEOPARDY
- CONTRACTING VS. EMPLOYMENT
- PERSONNEL POLICIES
- ANNEXATION
- STUMP THE CHUMPS (Answers to any and all legal questions you may have.)

**Registration and All Materials are FREE!
Complimentary Lunch Provided!**

CHOOSE THE DATE AND LOCATION THAT WORKS BEST FOR YOU:

DATE: THURSDAY, JUNE 25, 2026 (9:00am to 4:00 pm)- **Albertville City Hall** (Wright County)

DATE: SATURDAY, SEPT. 12, 2026 (9:00am to 4:00 pm)- **Glen-Kimberly Town Hall** (Aitkin County)

DATE: SATURDAY, OCTOBER 3, 2026 (9:00am to 4:00 pm)- **Rutledge City Hall** (Pine County)

SATURDAY, OCTOBER 24, 2026 (9:00am to 4:00 pm)- **Cotton Town Hall** (St. Louis County)

Register directly from our website:

www.couriruppe.com (click on the "Township Legal Seminar" tab)

or call Kathy at (763) 497-1930