

TOWN OF ORROCK
REGULAR MONTHLY & REORGANIZATIONAL MEETING
WEDNESDAY January 22, 2025

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF JANUARY 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. Regular Payroll – January 2025 – Approve
- C. Report of December Disbursements Not Paid Through the Claims Process - Information

4. SHERIFF'S REPORT

Sergeant Derek Baret

5. OPEN FORUM

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

6. APPROVAL OF MEETING MINUTES

- A. December Monthly Meeting
- B. January Special Meeting

7. REGULAR BUSINESS

- A. Interim Treasurer Candidates – Discuss/Action/Appoint
- B. Call for Board of Audit Meeting – February Regular Meeting - Action
- C. 2025 Recycle Day Participation – Discuss/Action
- D. Cannabis Agreement with County – Discuss/Action

8. ROADS

- A. 2025 Road Overlay Projects Bids – Discuss/Action

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9. BOARD BUSINESS/UPDATES – COMMITTEE REPORTS

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

10. TREASURER BUSINESS

- A. Cash Control Statement and Investment Update – Approve
- B. Treasurer’s Report – Approve
- C. Report of December Sherburne State Bank Securities Pledge Validation – Review
- D. 2024 Year-End Budget Review

REORGANIZATIONAL MEETING

1. MEETING DATES - Dates, time and place.

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

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

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

3. WAGES/REIMBURSEMENTS/FEE SCHEDULE

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

* Federal mileage rate as of 1-1-2025 is 70.0¢ per mile for business miles driven.

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B. Compensation/Reimbursements

- Supervisor Compensation – Current rate \$150.00 monthly (must attend at least one meeting)
- Supervisors Seminars/Training (MAT Training, Legal Seminars LBoAE Training) – Current rate \$20/hour
- Supervisors (work performed for township) – Currently \$20/hour
- Clerk & Treasurer (includes board and committee meetings, seminars and training, other meetings with board approval) – Current rate \$35/hour
- Deputy Clerk (includes board and committee meetings, seminars and training, other meetings with board approval) – Current rate \$25/hour
- Election Judges – Currently \$22 EJ and \$25 HJ – *mileage to retrieve & return election supplies/equipment paid at Federal rate
- Other meetings/education opportunities (election training, MAT, Equalization, etc.) – includes lodging, mileage, and meeting cost (lodging must be pre-approved)
- Gopher Bounty – Currently \$2.00/pr

C. Fee Schedule

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

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4. Resolutions Authorizing Contracts with Supervisors

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

- A. RES 2025-01 Bryan Adams
- B. RES 2025-02 Paul Ellinger
- C. RES 2025-03 Anne Felber
- D. RES 2025-04 Dalton Keiderling
- E. RES 2025-05 Peter Owen

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

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

(Recommend one motion for all items A through D)

- E. Authorize the Treasurer to Make Electronics Funds Transfers (EFTs) – PERA Contributions, Payroll Withholdings, Tax Deposits and between Town Banking Institutions

(Recommend one motion for Item E)

- F. Authorize Chair, Vice-Chair, Clerk and Treasurer as Authorized Signors on Town Banking Accounts.

(Recommend one motion for Item F)

- G. Review of Recurring Contracts

(No action needed)

6. LAST CALL FOR REORGANIZATIONAL MEETING BUSINESS

7. LAST CALL FOR REGULAR MEETING BUSINESS

8. ANNOUNCEMENTS

- A. February Meeting – February 26th @ 7PM
- B. Board of Audit – February Regular Meeting
- C. Annual Meeting – Tuesday March 11th - Commences @ 7PM, Town Hall
- D. MAT Spring Courses

9. ADJOURNMENT

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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 - DECEMBER 2023

Sherburne County Sheriff

	12/23	Total
90730 THEFT-MV-OTHER	1	1
91650 HARASSMENT	2	2
91800 PROPERTY DAMAGE	1	1
92200 CRIMES AGAINST ADMIN JUS	3	3
92700 TRESPASS	1	1
92750 FRAUD COMPLAINT	1	1
9440 ACCIDENT-MV-PROPERTY DAM	3	3
9462 ACCIDENT-VEHICLE VS ANIMA	2	2
9561 CONSERVATION	3	3
9562 DOG COMPLAINT	2	2
9563 DOG BITE	1	1
9603 FIRE-VEHICLE	1	1
9609 ALARM-FIRE	2	2
9611 GAS LEAK/SMELL	2	2
9612 ALARM-CARBON MONOXIDE	2	2
9720 DEATH	1	1
9730 MEDICAL	7	7
9740 MENTAL CASE	3	3
9800 MISCELLANEOUS PUBLIC	1	1
9801 DOMESTIC	3	3
9802 PUBLIC ASSIST	4	4
9803 AGENCY ASSIST	1	1
9804 ALARM-SECURITY	2	2
9805 CIVIL COMPLAINT	2	2
9807 TRAFFIC STOP	44	44
9808 TRAFFIC COMPLAINT	4	4
9812 SUSPICIOUS VEHICLE	1	1
9813 JUVENILE COMPLAINT	2	2
9817 SECURITY CHECK	15	15
9818 EXTRA PATROL	4	4
9823 CHECK THE WELFARE	9	9
9850 PAPER SERVICE	2	2
9853 SUSPICIOUS ACTIVITY	3	3
9900 MISCELLANEOUS OFFICER	1	1
9904 WARRANT ARREST	1	1
Total	137	137



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CAD Summary Report - ORROCK TOWNSHIP DECEMBER 2024

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Sherburne County Sheriff

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



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



Regular Meeting
Wednesday December 18, 2024 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday December 18, 2024 at 7PM at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Bryan Adams, Supervisors: Paul Ellinger, Anne Felber and Dalton Keiderling, Treasurer Arnold, Clerk Weber and Deputy Clerk Erickson. Also, in attendance were: Darryl Waletzko – Town Contractor, the Patriot News and ten audience members. Attending via Webex was Kevin Kruger – Town Engineer. Absent was Supervisor Gary Goldsmith.

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

Meeting Agenda Approval

Motion/Second to accept the December meeting agenda as presented by: Felber/Ellinger. In favor: Adams, Ellinger, Felber and Keiderling. Opposed: None. Abstained: None.

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

Approval of Consent Agenda

Treasurer's Consent Items

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

A. Routine Claims

The amount of December routine claims was \$74,378.91.

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

B. Payroll Claims – December 2024

The December payroll claims were in the amount of \$3,339.18.

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

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

Regular Meeting Agenda

Sheriff's Report

Sergeant Aaron Sturm reported that there were 62 traffic stops in Orrock Township in November of 2024, compared to 52 traffic stops in November of 2023. There were 177 total calls for service in November of 2024 and 124

total calls for service in November of 2023. The suspect that was damaging mailboxes in the Ann Lake area was located. There was vandalism in the Sand Dunes horse camp.

Open Forum

Chris Weber stated that she would like to see people stay their position, such as the road authority, as daytime availability, knowledge and experience are musts for this position.

Approval of Meeting Minutes

Motion/Second to approve the November Regular Minutes by: Ellinger/Keiderling. In favor: Adams, Ellinger, Felber and Keiderling. Opposed: None. Abstained: None. Motion Prevailed.

Regular Business

Application for Exempt Gambling Premises Permit for a One-Day Event at The Getaway Bar – Ducks Unlimited Wigeon Chapter #309

Barry Wendorf from the Ducks Unlimited Wigeon Chapter #309 requested the approval of an application for exempt gambling premises permit for a one-day fundraising raffle and bingo event to be held at the Getaway Bar on February 22, 2025. They have been a chapter for 15 years and are planning to hold a bingo and raffle event at the Getaway Bar. There is a requirement from the county that 50% of the proceeds are spent in Sherburne County.

Motion/Second to approve the application from Ducks Unlimited Wigeon Chapter #309 for an exempt gambling premises permit by: Ellinger/Adams. In favor: Adams, Ellinger, Felber and Keiderling. Opposed: None. Abstained: None. Motion Prevailed.

Gary Goldsmith, Supervisor D and Interim Treasurer Position Proposal

Gary Goldsmith has submitted a proposal for terms of accepting the interim treasurer appointment for board consideration. If the board agrees to the proposal, his resignation is thereby submitted.

If the board accepts Goldsmith's proposal and resignation, Peter Owen will take his oath of office to the supervisor position on or after January 6, 2025, so there will be no need to fill the vacant position. Clerk Weber presented a resolution stating accepting Supervisor Goldsmith's resignation, declaring a vacancy and that the position will remain vacant until Peter Owen takes his oath of office.

If the board agrees to accept Gary Goldsmith's proposal, Clerk Weber will issue Goldsmith his certificate of appointment. Gary Goldsmith will file his oath with the Clerk's office on or after January 1st. Goldsmith and Clerk Weber will work to close out the 2024 financials by January 6th, when Clerk Weber will swear in any new supervisors. Shelly Erickson will take her oath of office for the clerk position on January 6th after any close-out items are completed.

Motion/Second to accept Gary Goldsmith's Interim Treasurer Proposal terms, to a maximum of 79 hours, not exceed 25 hours per month, that he will not reconcile escrows and that the position will end when Goldsmith's services are no longer needed as determined by the board by: Ellinger/Keiderling. In favor: Adams, Ellinger, Felber and Keiderling. Opposed: None. Abstained: None. Motion Prevailed.

Motion/Second to adopt Resolution 2024-19 A Resolution Accepting Resignation and Declaring a Vacancy by: Adams/Ellinger. In favor: Adams, Ellinger, Felber and Keiderling. Opposed: None. Abstained: None. Motion Prevailed.

Motion/Second to appoint Gary Goldsmith to the interim treasurer position effective January 1, 2025 and until a replacement is appointed, at a rate of \$50/hour by: Keiderling/Adams. In favor: Adams, Ellinger, Felber, Keiderling and Weber. Opposed: None. Abstained: None. Motion Prevailed.

Clerk Weber will deliver the Certificate of Appointment to Gary Goldsmith. Upon Gary Goldsmith's acceptance of the appointment Clerk Weber will issue the Oath of Office on or after January 1, 2025.

Treasurer Applications and Appointment Committee Meeting

Applications for the treasurer position are due by 4PM, January 10th. Clerk Weber recommended that the board schedule an appointment committee meeting to review applications and/or interview applicants prior to the January meeting. The board can then either appoint that evening or defer the appointment until the January 22nd meeting.

As of 12/18 the clerk had received two applications and another person stated that they that they will be emailing an application. As of 12/17 there have been 39 views of the "Treasurer Information" page.

Motion/Second to schedule a special meeting on January 14, 2025 at 6PM to interview treasurer applicants by: Ellinger/Felber. In favor: Adams, Ellinger, Felber and Keiderling. Opposed: None. Abstained: None. Motion Prevailed.

Call for the 2025 Local Board of Appeal and Equalization

Clerk Weber asked the board to call for the Local Board of Appeal and Equalization meeting to be held on Wednesday, April 9, 2025 at 6PM.

Motion/Second to call for the Local Board of Appeal and Equalization meeting on Wednesday, April 9, 2025 at 6PM by: Ellinger/Keiderling. In favor: Adams, Ellinger, Felber and Keiderling. Opposed: None. Abstained: None. Motion Prevailed.

Cannabis Ordinance Relating to the Regulation and Registration of Cannabis Retail Business and Sherburne County Joint Powers Agreement – Discuss/Action

Clerk Weber had emailed the proposed ordinance and Joint Powers Agreements to Bob Ruppe. Couri & Ruppe have been working with the County Attorney's office to modify ordinance language to address concerns they found with the County Attorney's recommended language which will require townships to create a planning commission, conduct meetings, etc. which they believe is unnecessary to grant the County authority for zoning ordinances and enforcement of cannabis legislation and ordinances. As of 12/18/2024 the attorneys were waiting for updates from the county. Couri and Ruppe sent a letter to the township presenting their recommendation of options moving forward. There was a Ramsey County District Court judge's decision to stay the cannabis license pre-approval lottery originally scheduled for November, which will temporarily delay the registration of Cannabis businesses. The county would like to meet with the board and/or its attorney in January to iron out any differences in the Joint Powers Agreement.

Motion/Second that this item be tabled until the January meeting by: Ellinger/Adams. In favor: Adams, Ellinger, Felber and Keiderling. Opposed: None. Abstained: None. Motion Prevailed.

2024 Audit Preparation – Discuss/Action

Clerk Weber reached out to Molly Thompson from Schlenner Wenner regarding the 2024 audit. Weber is preparing items in advance of the audit and plans to have the trial balance completed prior to leaving office. Thompson recommended that it may be wise to have Clerk Weber available to answer any questions regarding items that occurred in 2024, as the incoming clerk, Shelley Erickson, was not involved in those items. Weber also stated that she is not planning to take the role of Deputy Clerk but would be willing to assist in the transition of duties and the completion of the audit. Weber has prepared meeting materials (to the extent of the information that is available) and resolutions for the January Board/Reorganizational meeting, the January Joint Community Meeting, the February Board and Board of Audit Meeting and the March Annual meeting. Janine Arnold stated that she would be available to assist with the audit.

Motion/Second to hire Chris Weber and Janine Arnold to assist with the completion of the 2024 audit at a rate of \$35/hour per person by: Ellinger/Keiderling. In favor: Adams, Ellinger, Felber and Keiderling. Opposed: None. Abstained: None. Motion Prevailed.

2025 Options, Inc. Cleaning Contract

Clerk Weber presented the 2025 Options, Inc. cleaning contract for consideration to the board. The 2024 rate was \$44.00/hour and the 2025 rate is \$48.00/hour. Weber told the board that the Options cleaning crew does a phenomenal job and recommended that the board continue to use their cleaning services.

Motion/Second to enter into the cleaning contract with Options, Inc. at a rate of \$48/hour with services to be performed every other week by: Felber/Keiderling. In favor: Adams, Felber and Keiderling. Opposed: None. Abstained: Ellinger Motion Prevailed.

Roads

Catch Basin Cleaning – Information/Action

Chair Adams reported that Schlomka's completed the catch basin cleaning. There was one catch basin that was buried 6" under mud. Darryl Waletzko recommended that the catch basin be raised 5"-6". Darryl Waletzko's estimated amount to raise the catch basin is \$700.00. The work would most likely not be completed until next spring.

Motion/Second to have Darryl Waletzko raise the catch basin at a maximum cost of \$700.00 by: Adams/Keiderling. In favor: Adams, Felber and Keiderling. Opposed: Ellinger. Abstained: None. Motion Prevailed.

Mailbox in Road Right-of-Way 22848 160th Street NW

On November 27th, Darryl Waletzko sent Clerk Weber a picture of a mailbox that is infringing on the road right-of-way and will cause issues during snowplowing season. Road Authority Bryan Adams asked the clerk to send a letter to the homeowner. A copy of the letter was presented to the board for informational purposes. The mailbox has not yet been moved.

2025 Road Overlay Project

Kevin Kruger told the board that the 2025 road overlay project will be ready to advertise for bids by December 28th. The WSB opinion of probable cost is approximately \$542,706.77 which includes \$58,147.15 in engineering fees. The following roads are scheduled for overlays: 253rd Avenue NW east of CSAH15 to the DNR forest road, 180th Street NW south of 253rd Avenue NW, 245th Avenue NW east of CSAH75 and 190th Avenue NW from 245th Avenue NW to 247th Avenue NW. The proposed bid opening date is January 20, 2025 with bid to be awarded at the January 22, 2025 board meeting. There was a question as to whether an overlay would be sufficient on 253rd and 180th Street. Kruger replied that the asphalt is still holding together and these road sections are still in good shape. Ellinger asked if there are many projects going out for bids in January. Kruger replied that they have bids that are going out in January and by waiting to submit for board until February we would most likely not see any difference in price. Ellinger's concern is the price of oil. Supervisor Felber is not convinced that 180th should be done and believes that the future board may agree with her. Adams asked if 180th Street could bid as an alternate bid.

Motion/Second to approve the 2025 road overlay project and authorize WSB to advertise for bids for the 2025 road overlay project for bid opening at 1PM on January 20th and awarding of the bid at the January 22nd board meeting by: Adams/Ellinger.

Motion/Second to approve and amend the motion to state that 180th Street to be an optional bid by: Felber/Ellinger. In favor: Adams, Ellinger, Felber, and Keiderling. Opposed: None. Abstained: None. Motion Prevailed.

Supervisor Updates / Committee Reports

Supervisor Adams – 187th Street put in a second driveway asked for escrow refund, there is considerable work to be completed prior to approving an escrow refund. Darryl Waletzko put salt out during the last ice event.

Supervisor Ellinger – received a call from the Sheriff's department on Thanksgiving and thanked Darryl Waletzko for responding to the call and commended Darryl for his service to the township.

Supervisor Felber – received a call on the driveway escrow issue and asked that the driveway escrow release requirements be placed on the January meeting agenda. Served a Thanksgiving dinner at Nordic Brewpub, attended Commissioner Lisa Fobbe's going away party.

Supervisor Keiderling – trees on 182nd were removed. Eagle Lake has 10 ½" ice on the lake.

Treasurer's Business

Cash Control Statement

Treasurer Arnold presented the Board with the Cash Control statement. Ending cash balance after reconciling the books with the bank statements: \$1,497,551.27. This amount included 4M fund balance.

Motion/Second to accept the November Cash Control Statement by: Felber/Ellinger. In favor: Adams, Ellinger, Felber and Keiderling. Opposed: None. Abstained: None. Motion Prevailed.

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

Investment Update

As of November 30, 2024 the Sherburne State Bank Checking was earning 1.09%, the Sherburne State Bank Debit Card Checking earned 1.08%, the money market account was earning 4.67%, the CD was earning 4.185%, and the 4M fund was earning 4.668%.

The CD will be up for renewal in April, 2025.

Treasurer's Report

Town Funds balances as of November 30, 2024:

General Fund:	\$ 226,453.75	Road & Bridge:	\$ 926,891.72
Fire:	\$ 70,850.97	Capital Reserve:	\$ 178,726.79
Driveway Escrows:	\$ 21,000.00	Pine Crest Estates Escrow:	\$ 1,181.06
SOEL Escrow:	\$ 24,394.91		

All remaining escrows are unchanged.

Motion/Second to accept the Treasurer's Report date ending 11/30/2024 by: Felber/Ellinger. In favor: Adams, Ellinger, Felber and Keiderling. Opposed: None. Abstained: None. Motion Prevailed.

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

Report of November Sherburne State Bank Securities Pledge Validation

Treasurer Arnold presented the Report of November Sherburne State Bank Securities Pledge Validation to the board. The required pledge amount was \$938,142.65. The securities pledge amount was \$ 1,519,156.41 which was \$586,013.76 over the required pledge amount.

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

Transfer of Funds from the Money Market Account to the Checking Account

Supervisor Arnold asked the board to authorize the transfer of \$75,000.00 from the Money Market account to the Checking Account.

Motion/Second to authorize the treasurer to transfer \$75,000.00 from the Money Market account to the Checking Account by: Ellinger/Keiderling. In favor: Adams, Ellinger, Felber and Keiderling. Opposed: None. Abstained: None. Motion Prevailed.

Announcements

Clerk Weber Announced:

- January Board and Reorganizational Meeting – Wednesday, January 22nd @ 7PM
- Joint Community Meeting – Thursday, January 16, 2025 @ 6PM, Big Lake City Council Chambers
- SCAT Meeting - Wednesday, January 15th – Meal at 6PM, Meeting at 7PM, Sherburne History Center
- MAT Spring Short Courses – Tuesday, March 25th – Holiday Inn and Suites, St. Cloud (More information to come)

Adjournment

Motion/Second to adjourn the regular meeting by: Felber/Keiderling. In favor: Adams, Ellinger, Felber and Keiderling. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly Meeting, on Wednesday December 18, 2024, at 8:02PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this 22nd day of January 2025 by the Orrock Township Board of Supervisors.

, Chair

Attest: _____
Shelley Erickson, Town Clerk

DRAFT



Special Meeting
Tuesday, January 14, 2025- 6:00PM

The Orrock Township Board met in special session, on Thursday, January 14, 2025, at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Bryan Adams, Supervisors Paul Ellinger, Anne Felber, Peter Owen, Dalton Keiderling and Clerk Shelley Erickson. Also, in attendance were the Interim Treasurer Gary Goldsmith and three of the five candidates.

A quorum was present, the meeting was called to order by Chair Adams, at 6:00PM and the Pledge of Allegiance to the United States of America was recited.

Under the provisions regarding filling town board vacancies in Minn. Stat. § 367.03, subd. 6, the remaining town board members and the clerk form the Appointment Committee. The Committee is given the authority to select and appoint a treasurer to fill the vacancy until the next township election. The term of the interim treasurer will be until the next election in November, 2026.

Introductions – Chair Bryan Adams

Chair Adams discussed the process with the candidates and discussed the background of township government, referencing the MN statute 367.16, that explains the treasurers duties.

Public Comment regarding Treasurer Vacancy

There were two public attendees. No comments were made.

Interim Township Treasurer Applicants – Roundtable Interview (Candidates Listed Alphabetically)

- A. Scott Hendrickson – Did not attend the meeting. No reason was given.
- B. Beverly Knutson – Beverly is a native of Becker and has been a resident of Orrock Township for 9yrs. She is retiring soon. Enjoys working with and giving back to the community. Has served as an election judge. She is good at organizing and multi-tasking.
- C. Kellie McConville – Kellie has been a resident of the Township for 6 ½ years. She has worked for the city. She is very detailed and a quick learner. She is educated in management and data processing. Currently working as a Park & Recreation Administrative assistant. She likes to be active in the community.
- D. Jaclyn Van Horten – Was not able to attend.
- E. Alicia Zellner – Alicia is a 6-year resident of Orrock Township. She is skilled with accounting. She has good knowledge of Excell and has cash office and banking experience.

Some of the following questions were asked of the candidates and they each gave their responses.

1. Please give a brief introduction of who you are and your background including address and how long you have been an Orrock Township resident.
2. What are your strengths and weaknesses?
3. Why do you desire to become an Orrock Township treasurer?
4. What is your type of employment or career path that you are currently pursuing?
5. What are your interests/hobbies that you enjoy?
6. What number 1 item can you add to this Board that will help in the operation of the Orrock Township government?
7. What is your accounting and government experience?
8. Have you ever attended an Orrock Township Board Meeting? If so please state your reason for attending the meeting and what did you like or dislike about that meeting?
9. What is your experience with Minnesota laws pertaining to the operation of a Township particularly about Townships the size of Orrock Township?
10. Have you any experience in a leadership/board member position in a governmental, club or other type of organization? If so, please tell us about these positions and your experience in them.
11. Will your schedule allow you to dedicate 15-20 hours per month to the treasurer position and will you be available to attending monthly board meetings, and any other committee meetings that may require the treasurer's attendance?
12. Minnesota Association of Townships (MAT) is the townships representative at the State legislative level and provides extensive training, policy advice and legal support. Are you willing to participate in these training opportunities?
13. What questions do you have of us?

Questions for candidates From The Floor

There were no questions from the floor.

Township Treasurer Candidates – Discussion

There was some discussion and a final decision will be made at the January 22nd meeting.

Adjournment

Motion/Second to adjourn the special meeting by: Adams/Felber In favor: Adams, Ellinger, Felber, Keiderling & Owens. Opposed: none. Abstained: None.

Motion Passed, adjourning the Special Meeting, on Thursday, January 14, 2025 at 7:05PM.

Respectfully Submitted,
Shelley Erickson
Town of Orrock, Clerk

Accepted this **22nd** day of January 2025 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Shelley Erickson, Town Clerk



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber	Meeting Date: 01/22/2025	Regular Agenda Item	Item No. 7A
Item Description: Interim Treasurer - Vote/Appoint/Oath of Office	Reviewed By: N/A		
	Reviewed By: N/A		

ACTION REQUESTED

Motion/Second to appoint selected candidate to the Interim Treasurer position.

A recess to be called, and Clerk Erickson will deliver the Certificate of Appointment to Selected candidate. Candidate to accept the appointment and Clerk Erickson will issue the Oath of Office to Selected Candidate.

BACKGROUND/DISCUSSION

Gary Goldsmith is serving as interim treasurer until the board appoints a new interim treasurer to serve until the next election and that newly elected treasurer takes their oath of office in January, 2027. The board conducted interviews on January 14th. The process will be to ask for a motion for appoint a candidate as the interim treasurer. If that motion is seconded, a vote will be taken. If there is no second, another motion can be made to appoint a candidate. The process will continue until a vote is taken and approved on the appointment of an interim treasurer. If the candidate is present at the meeting, they can be sworn into office immediately following the acceptance of the certificate of appointment. If not, Clerk Erickson will issue the certificate of appointment to the interim treasurer and then issue their oath of office.

FINANCIAL IMPACT

TBD

ATTACHMENTS



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber	Meeting Date: 01/22/2025	Regular Agenda Item	Item No. 7B
Item Description: Call for Board of Audit Meeting – February Regular Meeting	Reviewed By: N/A		
	Reviewed By: N/A		

ACTION REQUESTED

Motion to call for the Board of Audit meeting to be held at the February regular meeting on February 26, 2025.

BACKGROUND/DISCUSSION

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

FINANCIAL IMPACT

N/A

ATTACHMENTS

None



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber	Meeting Date: 01/22/2025	Regular Agenda Item	Item No. 7C
Item Description: Participation in 2025 Recycle Day and Participation Agreement – Maximum Grant Amount \$8,000	Reviewed By: N/A		
	Reviewed By: N/A		

ACTION REQUESTED

Motion to enter into the agreement to participate in the Joint Recycle Day and apply for the recycling grant

BACKGROUND/DISCUSSION

Orrock Township has participated in the Big Lake, Big Lake Township, Orrock Township recycling day since at least 2011 and has applied for the recycling grant in each of those years. Big Lake Township runs and administers the recycling day event.

FINANCIAL IMPACT

Maximum grant amount \$8,000. Net cost to the township for recycle day participation last year was \$0.00 with 47 Orrock Township residents participating in the recycle day event. (The township received additional grant money to cover 2024 recycle day costs). In the past, there is typically a net cost to the township of approximately \$500.00. Township out of pocket costs for 2024 were \$8,752.93, 2023 costs were \$6,860.08, 2022 costs were \$6,473.69.

ATTACHMENTS

- Memo from Sherburne County
- 2025 Recycle Day Grant Application

Memo



Date: January 9, 2025

To: Sherburne County Cities and Townships

From: Maureen Mossak, Environmental Specialist

RE: **2025 City and Township Recycling Day Event Applications**

Enclosed, please find your 2025 City or Township's Recycling Day Event Funding Application. The 2025 funding amounts are a five percent increase from the 2024 Recycling Day funding amount. Please include a copy of your gate sheet/advertisement with your application. Please affix the MPCA logo in any of your publicity for the event.

Similar to years past, if eligible costs exceed grant amounts, the city or township can request reimbursement for the remaining eligible expenses that exceed their grant amount *only if* other cities and townships have not requested reimbursement for the full amount of their initial grant amount. Each city and township must submit all invoices to the County to be considered for reimbursement for the eligible costs.

Eligible Costs:

1. **All Recycling fees.** This includes electronics, scrap metal, tires, fluorescent bulbs, major appliances, batteries, mattresses and box springs, propane tanks, paper shredding, car seats, and other items that you recycle (proof of recycling will be required). The recycling vendor that you choose does not need to be located within Sherburne County, but it does need to be licensed by the local licensing authority where the facility is located (City, County and/or MPCA). Attached is a list of possible area recycling vendors that are registered with the State.
2. **Advertisement.** Advertisements published for the event to inform residents when and where the township or municipality will be hosting the event.

Ineligible Costs:

As in the past, MSW delivered to a landfill is **NOT** eligible for SCORE reimbursement, pursuant to MN§115A.557. Construction/Demolition waste is **NOT** eligible for reimbursement. Labor/salary costs for staff and employees, food and/or beverage, and supplies are **NOT** eligible costs for reimbursement.

If you have any questions about this year's application, please let me know. I appreciate all that you do to keep our County clean and encourage the proper management of solid waste. You can contact me either by email at maureen.mossak@co.sherburne.mn.us or phone at 763-765-4457.

2025 RECYCLING DAY APPLICATION

This application shall be completed by Cities and Townships who wish to operate a 2025 “Recycling Day” event in Sherburne County. Applications shall be submitted to the Sherburne County Zoning Department prior to **February 28, 2025**, to be considered eligible.

APPLICANT INFORMATION

Orrock Township	Grant Amount: \$ 8,000.00
------------------------	----------------------------------

Contact Person _____ Phone Number _____

Mailing Address _____

Email Address _____

Date of Event _____ Location of Event _____

Event Address _____ Event Time _____

ELIGIBILITY REQUIREMENTS

- 1) Electronic Waste (E-Waste) shall be collected by a facility or delivered to a facility that is registered with the Minnesota Pollution Control Agency (MPCA) as a “Collector”. Unregistered collectors cannot accept covered electronic devices from Minnesota households/consumers. <https://www.pca.state.mn.us/business-with-us/registered-collection-sites>
- 2) Applicant shall provide collection services to Sherburne County residents only.
- 3) Applicant shall record the number of participants, by municipality, for each event.
- 4) Applicant shall ensure that collected items, which are subject to County reimbursement, are delivered and processed by a licensed recycling or processing facility.
- 5) Municipal Solid Wastes that are delivered to a landfill or other waste disposal facility are not eligible for County reimbursement.
- 6) Construction/Demolition Waste and Hazardous Wastes are not eligible for County Reimbursement.
- 7) Applicant shall submit “Reporting Form” (provided by County) and all invoices for reimbursement prior to **July 31, 2025**.

VENDOR INFORMATION

ITEM	VENDOR OR HAULER	RECYCLING FACILITY OR LANDFILL
Electronic Waste		
Scrap Metal / Propane Tanks		
Tires		
Fluorescent Bulbs		
Major Appliances		
Automotive Batteries / Household Batteries		
Mattresses/Box Springs (Recycled)		
Paper Shredding		
Car Seats		
Municipal Solid Waste (garbage, etc.)		
Other (County Permission Required)	List Other Items Here:	

As the city or township representative applying for “Recycling Day” funding from Sherburne County, by my signature below, I agree to comply with the “Eligibility Requirements” listed above. Furthermore, I understand that the “Recycling Day” may not be subsidized if “Eligibility Requirements” are not met.

Signature of Authorized Representative

Date



AGENDA ITEM

Orrock Town Board

Prepared By: Shelley Erickson	Meeting Date: 01/22/2025	Regular Agenda Item	Item No. 7D
Item Description: Cannabis Agreement with County	Reviewed By: N/A		
	Reviewed By: N/A		

ACTION REQUESTED

Motion to be determined - As we have not received updated documents and because this matter is still very much in development, final materials or a final recommendation from legal counsel is not available. As a result, the Board may wish to defer action until the February Board meeting.

BACKGROUND/DISCUSSION

The county has been working on finalizing regulations regarding cannabis businesses in Sherburne County. However, it is our understanding from a recent SCAT meeting that the Legislation has been delayed several months and will likely not be issuing licenses for retail sale until May or June.

Sherburne County Townships have been asked to adopt the County Ordinance on Cannabis Registration and Retail Business and consider a JPA for enforcement.

Based on population, Sherburne County is allowed 9 retail licenses within the county limits. The Cities of St. Cloud, Becker and Elk River have indicated they will administer their own cannabis registration and enforcement leaving approximately six licenses

If the Township chooses to administer their own cannabis registration, they will also need to determine a means for enforcement. In an effort to decrease the burden on the County Sheriffs Department, the County has asked for consistency amongst the townships regarding enforcement.



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber , Clerk	Meeting Date: 01/22/2025	Regular Agenda Item	Item No. 8A
Item Description: 2025 Road Improvement Projects Bids		Reviewed By: Kevin Kruger, Road Engineer	
		Reviewed By: N/A	

ACTION REQUESTED

Motion to award the 2025 Road Improvement Overlay bid to the lowest bidder OMG Midwest, Inc dba Minnesota Paving & Materials.

BACKGROUND/DISCUSSION

Bid opening for the road improvements project was on January 22nd at 8:45 am via a Zoom meeting link. 9 bids for the paving project were received and the lowest bid was from OMG Midwest in the amount of \$369,029.48 which was lower than the engineer's estimate of \$456,641.00. Kevin recommends that the board award the contract for the overlay bids to OMG Midwest, based on the results of the bids received.

FINANCIAL IMPACT

Cost of Project

ATTACHMENTS

- Letter of Recommendation
- Bid Tab Summary
- Bid Tab



January 20, 2025

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

Re: 2025 Overlay
WSB Project No. 026947-000

Dear Chair and Board:

Bids were received for the above-referenced project on Monday, January 20, 2025, and were opened and read aloud. A total of nine bids were received. The bids were checked for mathematical accuracy and tabulated and there are no errors made. The bid tabulation indicates the low bidder as **OMG Midwest, Inc. dba Minnesota Paving & Materials, Rogers, Minnesota.**

	Base Bid	Alternate 1	Total
OMG Midwest, Inc.	\$273,421.73	\$95,607.75	\$369,029.48
Engineer's Estimate	\$316,407.00	\$118,675.00	\$435,082.00

We recommend that the Township consider these bids and award a contract for the Base Bid and Alternate 1 for a total bid of \$369,029.48 to **OMG Midwest, Inc. dba Minnesota Paving & Materials**, based on the results of the bids received.

Sincerely,

WSB

Kevin Kruger, PE
Township Engineer

Attachments

cc: Casey Wisness, OMG Midwest, Inc. dba Minnesota Paving & Materials

ar

BID TABULATION SUMMARY

2025 Overlay

Orrock Township, MN

WSB Project No. 026947-000


Bid Opening: Monday, January 20, 2025, at 1:00 p.m. local time



 DENOTES CORRECTED FIGURE

Contractor		Base Bid	Alternate 1	Grand Total Bid
1	OMG Midwest, Inc. dba MN Paving & Materials	\$273,421.73	\$95,607.75	\$369,029.48
2	Knife River Corporation - North Central	\$288,277.10	\$96,429.00	\$384,706.10
3	North Valley, Inc.	\$294,617.05	\$103,337.40	\$397,954.45
4	Asphalt Surface Technologies Corporation	\$311,863.10	\$110,133.84	\$421,996.94
5	Park Construction Company	\$312,820.23	\$110,047.85	\$422,868.08
6	GMH Asphalt Corporation	\$315,011.35	\$111,853.50	\$426,864.85
7	Omann Brothers, Inc.	\$322,488.30	\$113,588.80	\$436,077.10
8	Mid-Minnesota Hot Mix, Inc.	\$337,552.56	\$124,544.71	\$462,097.27
9	Duininck, Inc.	\$371,738.00	\$143,032.00	\$514,770.00
Engineer's Opinion of Cost		\$316,407.00	\$118,675.00	\$435,082.00

I hereby certify that this is a true and correct tabulation of the bids as received on January 20, 2025.


Kevin L. Kruger, PE, Township Engineer

Bid Tabulation

2025 Overlay
Orrock Township, MN

WSB Project No. 026947-000

Bid Opening: Monday, January 20, 2025, at 1:00 p.m. local time



DENOTES CORRECTED FIGURE

Line No.	Material No.	Item	Units	Quantity	Engineer's Estimate		OMG Midwest Inc. dba MN Paving & Materials		Knife River		North Valley, Inc.	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Base Bid												
1	2021.501	MOBILIZATION	LS	1	\$25,000.00	\$25,000.00	\$17,000.00	\$17,000.00	\$25,000.00	\$25,000.00	\$6,233.43	\$6,233.43
2	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	23	\$8.00	\$184.00	\$10.00	\$230.00	\$9.00	\$207.00	\$11.88	\$273.24
3	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	10	\$12.00	\$120.00	\$120.00	\$1,200.00	\$32.00	\$320.00	\$25.93	\$259.30
4	2118.509	AGGREGATE SURFACING CLASS 2	TON	70	\$55.00	\$3,850.00	\$57.50	\$4,025.00	\$67.00	\$4,690.00	\$73.85	\$5,169.50
5	2118.609	AGGREGATE SURFACING SPECIAL	TON	376	\$45.00	\$16,920.00	\$34.50	\$12,972.00	\$34.00	\$12,784.00	\$53.33	\$20,052.08
6	2123.510	COMMON LABORERS	HOURL	14	\$85.00	\$1,190.00	\$70.00	\$980.00	\$65.00	\$910.00	\$81.02	\$1,134.28
7	2123.610	SKID LOADER	HOURL	14	\$120.00	\$1,680.00	\$140.00	\$1,960.00	\$185.00	\$2,590.00	\$145.84	\$2,041.76
8	2211.507	AGGREGATE BASE (CV) CLASS 5	TON	69	\$17.00	\$1,173.00	\$41.55	\$2,866.95	\$24.00	\$1,656.00	\$69.50	\$4,795.50
9	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	160	\$9.00	\$1,440.00	\$13.75	\$2,200.00	\$14.00	\$2,240.00	\$18.01	\$2,881.60
10	2360.509	TYPE SP 4.75 BIT MIX FOR TIGHT BLADE LEV	TON	948	\$90.00	\$85,320.00	\$79.50	\$75,366.00	\$78.00	\$73,944.00	\$85.30	\$80,864.40
11	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	1,896	\$90.00	\$170,640.00	\$75.00	\$142,200.00	\$81.00	\$153,576.00	\$83.04	\$157,443.84
12	2563.601	TRAFFIC CONTROL	LS	1	\$1,500.00	\$1,500.00	\$1,450.00	\$1,450.00	\$2,500.00	\$2,500.00	\$1,782.52	\$1,782.52
13	2574.609	COMMON TOPSOIL BORROW	TON	140	\$30.00	\$4,200.00	\$63.15	\$8,841.00	\$34.00	\$4,760.00	\$61.60	\$8,624.00
14	2574.508	FERTILIZER TYPE 3	LB	101.5	\$2.00	\$203.00	\$0.85	\$86.28	\$1.00	\$101.50	\$2.70	\$274.05
15	2575.505	SEEDING	ACRE	0.29	\$1,200.00	\$348.00	\$1,000.00	\$290.00	\$750.00	\$217.50	\$810.24	\$234.97
16	2575.508	SEED RESIDENTIAL TURFGRASS	LB	58	\$8.00	\$464.00	\$4.00	\$232.00	\$2.95	\$171.10	\$7.56	\$438.48
17	2575.508	HYDRAULIC MULCH MATRIX	LB	870	\$2.50	\$2,175.00	\$1.75	\$1,522.50	\$3.00	\$2,610.00	\$2.43	\$2,114.10
Base Bid Total						\$316,407.00		\$273,421.73		\$288,277.10		\$294,617.05

Bid Tabulation

2025 Overlay
Orrock Township, MN
WSB Project No. 026947-000



Bid Opening: Monday, January 20, 2025, at 1:00 p.m. local time

DENOTES CORRECTED FIGURE

Line No.	Material No.	Item	Units	Quantity	Engineer's Estimate		OMG Midwest Inc. dba MN Paving & Materials		Knife River		North Valley, Inc.	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Alternate 1												
18	2021.501	MOBILIZATION	LS	1	\$12,500.00	\$12,500.00	\$4,250.00	\$4,250.00	\$2,650.00	\$2,650.00	\$2,193.04	\$2,193.04
19	2118.509	AGGREGATE SURFACING CLASS 2	TON	40	\$55.00	\$2,200.00	\$57.50	\$2,300.00	\$67.00	\$2,680.00	\$73.85	\$2,954.00
20	2118.609	AGGREGATE SURFACING SPECIAL	TON	182	\$45.00	\$8,190.00	\$34.50	\$6,279.00	\$34.00	\$6,188.00	\$53.34	\$9,707.88
21	2123.510	COMMON LABORERS	HOURL	6	\$85.00	\$510.00	\$70.00	\$420.00	\$65.00	\$390.00	\$81.02	\$486.12
22	2123.610	SKID LOADER	HOURL	6	\$120.00	\$720.00	\$140.00	\$840.00	\$185.00	\$1,110.00	\$145.84	\$875.04
23	2211.507	AGGREGATE BASE (CV) CLASS 5	TON	5	\$17.00	\$85.00	\$41.55	\$207.75	\$24.00	\$120.00	\$69.50	\$347.50
24	2360.509	TYPE SP 4.75 BIT MIX FOR TIGHT BLADE LEV	TON	344	\$90.00	\$30,960.00	\$82.00	\$28,208.00	\$78.00	\$26,832.00	\$85.30	\$29,343.20
25	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	689	\$90.00	\$62,010.00	\$77.00	\$53,053.00	\$81.00	\$55,809.00	\$83.04	\$57,214.56
26	2563.601	TRAFFIC CONTROL	LS	1	\$1,500.00	\$1,500.00	\$50.00	\$50.00	\$650.00	\$650.00	\$216.06	\$216.06
Alternate 1 Total						\$118,675.00		\$95,607.75		\$96,429.00		\$103,337.40
Base Bid						\$316,407.00		\$273,421.73		\$288,277.10		\$294,617.05
Alternate 1						\$118,675.00		\$95,607.75		\$96,429.00		\$103,337.40
Total Base Bid + Alternate 1						\$435,082.00		\$369,029.48		\$384,706.10		\$397,954.45

Bid Tabulation

2025 Overlay
Orrock Township, MN

WSB Project No. 026947-000

Bid Opening: Monday, January 20, 2025, at 1:00 p.m. local time



DENOTES CORRECTED FIGURE

Line No.	Material No.	Item	Units	Quantity	Engineer's Estimate		Asphalt Surface Technologies Corporation		Park Construction Company		GMH Asphalt Corporation	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Base Bid												
1	2021.501	MOBILIZATION	LS	1	\$25,000.00	\$25,000.00	\$18,000.00	\$18,000.00	\$7,200.00	\$7,200.00	\$8,500.00	\$8,500.00
2	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	23	\$8.00	\$184.00	\$3.50	\$80.50	\$4.55	\$104.65	\$10.00	\$230.00
3	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	10	\$12.00	\$120.00	\$22.00	\$220.00	\$35.05	\$350.50	\$50.00	\$500.00
4	2118.509	AGGREGATE SURFACING CLASS 2	TON	70	\$55.00	\$3,850.00	\$58.52	\$4,096.40	\$118.40	\$8,288.00	\$75.00	\$5,250.00
5	2118.609	AGGREGATE SURFACING SPECIAL	TON	376	\$45.00	\$16,920.00	\$33.00	\$12,408.00	\$53.65	\$20,172.40	\$45.50	\$17,108.00
6	2123.510	COMMON LABORERS	HOURL	14	\$85.00	\$1,190.00	\$82.50	\$1,155.00	\$94.00	\$1,316.00	\$105.00	\$1,470.00
7	2123.610	SKID LOADER	HOURL	14	\$120.00	\$1,680.00	\$134.20	\$1,878.80	\$153.00	\$2,142.00	\$165.00	\$2,310.00
8	2211.507	AGGREGATE BASE (CV) CLASS 5	TON	69	\$17.00	\$1,173.00	\$40.00	\$2,760.00	\$82.75	\$5,709.75	\$66.95	\$4,619.55
9	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	160	\$9.00	\$1,440.00	\$7.15	\$1,144.00	\$7.70	\$1,232.00	\$11.50	\$1,840.00
10	2360.509	TYPE SP 4.75 BIT MIX FOR TIGHT BLADE LEV	TON	948	\$90.00	\$85,320.00	\$102.25	\$96,933.00	\$102.95	\$97,596.60	\$91.50	\$86,742.00
11	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	1,896	\$90.00	\$170,640.00	\$87.20	\$165,331.20	\$82.77	\$156,931.92	\$86.95	\$164,857.20
12	2563.601	TRAFFIC CONTROL	LS	1	\$1,500.00	\$1,500.00	\$1,650.00	\$1,650.00	\$1,670.00	\$1,670.00	\$3,500.00	\$3,500.00
13	2574.609	COMMON TOPSOIL BORROW	TON	140	\$30.00	\$4,200.00	\$22.00	\$3,080.00	\$56.80	\$7,952.00	\$94.50	\$13,230.00
14	2574.508	FERTILIZER TYPE 3	LB	101.5	\$2.00	\$203.00	\$2.20	\$223.30	\$0.86	\$87.29	\$1.70	\$172.55
15	2575.505	SEEDING	ACRE	0.29	\$1,200.00	\$348.00	\$3,850.00	\$1,116.50	\$1,010.00	\$292.90	\$9,685.00	\$2,808.65
16	2575.508	SEED RESIDENTIAL TURFGRASS	LB	58	\$8.00	\$464.00	\$4.40	\$255.20	\$4.04	\$234.32	\$5.30	\$307.40
17	2575.508	HYDRAULIC MULCH MATRIX	LB	870	\$2.50	\$2,175.00	\$1.76	\$1,531.20	\$1.77	\$1,539.90	\$1.80	\$1,566.00
Base Bid Total						\$316,407.00		\$311,863.10		\$312,820.23		\$315,011.35

Bid Tabulation

2025 Overlay
Orrock Township, MN

WSB Project No. 026947-000

Bid Opening: Monday, January 20, 2025, at 1:00 p.m. local time



DENOTES CORRECTED FIGURE

Line No.	Material No.	Item	Units	Quantity	Engineer's Estimate		Asphalt Surface Technologies Corporation		Park Construction Company		GMH Asphalt Corporation	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Alternate 1												
18	2021.501	MOBILIZATION	LS	1	\$12,500.00	\$12,500.00	\$2,000.00	\$2,000.00	\$1,700.00	\$1,700.00	\$3,750.00	\$3,750.00
19	2118.509	AGGREGATE SURFACING CLASS 2	TON	40	\$55.00	\$2,200.00	\$58.52	\$2,340.80	\$118.40	\$4,736.00	\$75.00	\$3,000.00
20	2118.609	AGGREGATE SURFACING SPECIAL	TON	182	\$45.00	\$8,190.00	\$44.22	\$8,048.04	\$53.65	\$9,764.30	\$45.50	\$8,281.00
21	2123.510	COMMON LABORERS	HOURL	6	\$85.00	\$510.00	\$82.50	\$495.00	\$94.00	\$564.00	\$105.00	\$630.00
22	2123.610	SKID LOADER	HOURL	6	\$120.00	\$720.00	\$134.20	\$805.20	\$153.00	\$918.00	\$165.00	\$990.00
23	2211.507	AGGREGATE BASE (CV) CLASS 5	TON	5	\$17.00	\$85.00	\$40.00	\$200.00	\$125.95	\$629.75	\$66.95	\$334.75
24	2360.509	TYPE SP 4.75 BIT MIX FOR TIGHT BLADE LEV	TON	344	\$90.00	\$30,960.00	\$102.25	\$35,174.00	\$103.05	\$35,449.20	\$96.90	\$33,333.60
25	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	689	\$90.00	\$62,010.00	\$87.20	\$60,080.80	\$81.40	\$56,084.60	\$87.35	\$60,184.15
26	2563.601	TRAFFIC CONTROL	LS	1	\$1,500.00	\$1,500.00	\$990.00	\$990.00	\$202.00	\$202.00	\$1,350.00	\$1,350.00
Alternate 1 Total						\$118,675.00		\$110,133.84		\$110,047.85		\$111,853.50
Base Bid						\$316,407.00		\$311,863.10		\$312,820.23		\$315,011.35
Alternate 1						\$118,675.00		\$110,133.84		\$110,047.85		\$111,853.50
Total Base Bid + Alternate 1						\$435,082.00		\$421,996.94		\$422,868.08		\$426,864.85

Bid Tabulation

2025 Overlay
Orrock Township, MN

WSB Project No. 026947-000

Bid Opening: Monday, January 20, 2025, at 1:00 p.m. local time



DENOTES CORRECTED FIGURE

Line No.	Material No.	Item	Units	Quantity	Engineer's Estimate		Omamn Brothers, Inc.		Mid-Minnesota Hot Mix, Inc.		Duininck, Inc.	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Base Bid												
1	2021.501	MOBILIZATION	LS	1	\$25,000.00	\$25,000.00	\$27,800.00	\$27,800.00	\$6,350.00	\$6,350.00	\$30,000.00	\$30,000.00
2	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	23	\$8.00	\$184.00	\$3.00	\$69.00	\$35.00	\$805.00	\$8.00	\$184.00
3	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	10	\$12.00	\$120.00	\$1.00	\$10.00	\$57.50	\$575.00	\$250.00	\$2,500.00
4	2118.509	AGGREGATE SURFACING CLASS 2	TON	70	\$55.00	\$3,850.00	\$70.00	\$4,900.00	\$67.18	\$4,702.60	\$55.00	\$3,850.00
5	2118.609	AGGREGATE SURFACING SPECIAL	TON	376	\$45.00	\$16,920.00	\$1.00	\$376.00	\$69.72	\$26,214.72	\$48.00	\$18,048.00
6	2123.510	COMMON LABORERS	HOURL	14	\$85.00	\$1,190.00	\$75.00	\$1,050.00	\$320.00	\$4,480.00	\$110.00	\$1,540.00
7	2123.610	SKID LOADER	HOURL	14	\$120.00	\$1,680.00	\$145.00	\$2,030.00	\$350.00	\$4,900.00	\$175.00	\$2,450.00
8	2211.507	AGGREGATE BASE (CV) CLASS 5	TON	69	\$17.00	\$1,173.00	\$1.00	\$69.00	\$51.37	\$3,544.53	\$76.00	\$5,244.00
9	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	160	\$9.00	\$1,440.00	\$8.25	\$1,320.00	\$21.97	\$3,515.20	\$25.00	\$4,000.00
10	2360.509	TYPE SP 4.75 BIT MIX FOR TIGHT BLADE LEV	TON	948	\$90.00	\$85,320.00	\$110.50	\$104,754.00	\$91.81	\$87,035.88	\$115.00	\$109,020.00
11	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	1,896	\$90.00	\$170,640.00	\$88.20	\$167,227.20	\$94.97	\$180,063.12	\$95.00	\$180,120.00
12	2563.601	TRAFFIC CONTROL	LS	1	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00	\$1,600.00	\$1,600.00
13	2574.609	COMMON TOPSOIL BORROW	TON	140	\$30.00	\$4,200.00	\$61.92	\$8,668.80	\$82.27	\$11,517.80	\$78.00	\$10,920.00
14	2574.508	FERTILIZER TYPE 3	LB	101.5	\$2.00	\$203.00	\$0.77	\$78.16	\$0.94	\$95.41	\$1.00	\$101.50
15	2575.505	SEEDING	ACRE	0.29	\$1,200.00	\$348.00	\$258.00	\$74.82	\$1,100.00	\$319.00	\$1,100.00	\$319.00
16	2575.508	SEED RESIDENTIAL TURFGRASS	LB	58	\$8.00	\$464.00	\$4.64	\$269.12	\$4.40	\$255.20	\$4.00	\$232.00
17	2575.508	HYDRAULIC MULCH MATRIX	LB	870	\$2.50	\$2,175.00	\$2.06	\$1,792.20	\$1.93	\$1,679.10	\$1.85	\$1,609.50
Base Bid Total						\$316,407.00		\$322,488.30		\$337,552.56		\$371,738.00

Bid Tabulation

2025 Overlay
Orrock Township, MN
WSB Project No. 026947-000



Bid Opening: Monday, January 20, 2025, at 1:00 p.m. local time

DENOTES CORRECTED FIGURE

Line No.	Material No.	Item	Units	Quantity	Engineer's Estimate		Omann Brothers, Inc.		Mid-Minnesota Hot Mix, Inc.		Duininck, Inc.	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Alternate 1												
18	2021.501	MOBILIZATION	LS	1	\$12,500.00	\$12,500.00	\$10,000.00	\$10,000.00	\$6,350.00	\$6,350.00	\$20,000.00	\$20,000.00
19	2118.509	AGGREGATE SURFACING CLASS 2	TON	40	\$55.00	\$2,200.00	\$70.00	\$2,800.00	\$67.18	\$2,687.20	\$55.00	\$2,200.00
20	2118.609	AGGREGATE SURFACING SPECIAL	TON	182	\$45.00	\$8,190.00	\$1.00	\$182.00	\$69.72	\$12,689.04	\$51.00	\$9,282.00
21	2123.510	COMMON LABORERS	HOURL	6	\$85.00	\$510.00	\$75.00	\$450.00	\$320.00	\$1,920.00	\$110.00	\$660.00
22	2123.610	SKID LOADER	HOURL	6	\$120.00	\$720.00	\$145.00	\$870.00	\$350.00	\$2,100.00	\$175.00	\$1,050.00
23	2211.507	AGGREGATE BASE (CV) CLASS 5	TON	5	\$17.00	\$85.00	\$1.00	\$5.00	\$51.37	\$256.85	\$76.00	\$380.00
24	2360.509	TYPE SP 4.75 BIT MIX FOR TIGHT BLADE LEV	TON	344	\$90.00	\$30,960.00	\$110.50	\$38,012.00	\$91.81	\$31,582.64	\$115.00	\$39,560.00
25	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	689	\$90.00	\$62,010.00	\$88.20	\$60,769.80	\$96.82	\$66,708.98	\$100.00	\$68,900.00
26	2563.601	TRAFFIC CONTROL	LS	1	\$1,500.00	\$1,500.00	\$500.00	\$500.00	\$250.00	\$250.00	\$1,000.00	\$1,000.00
Alternate 1 Total						\$118,675.00		\$113,588.80		\$124,544.71		\$143,032.00
Base Bid						\$316,407.00		\$322,488.30		\$337,552.56		\$371,738.00
Alternate 1						\$118,675.00		\$113,588.80		\$124,544.71		\$143,032.00
Total Base Bid + Alternate 1						\$435,082.00		\$436,077.10		\$462,097.27		\$514,770.00

Certified By: Kevin L. Kruger

License No. 57791

Date: January 20, 2025



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber	Meeting Date: 01/22/2025	Reorg Agenda Item	Item No. 1A
Item Description: MEETING DATES - Dates, time and place.		Reviewed By: N/A	
		Reviewed By: N/A	

ACTION REQUESTED

Motion/Second that the 2025 meetings dates for January through October be held on the fourth Wednesday of the month, the November meeting be held on the third Wednesday of the month, the December meeting to be held on December 17th and the January 2026 regular and reorganizational meeting be held on the fourth Wednesday of the month.

BACKGROUND/DISCUSSION

Annually the board must set their meeting dates for posting

FINANCIAL IMPACT

N/A

ATTACHMENTS

- 2025 Calendar

2025 CALENDAR

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December TBD

	Board Meeting
	Holiday
	SCAT Meeting

	LBoAE
	Annual Meeting

Federal Holidays 2025

Jan 1	New Year's Day	May 26	Memorial Day	Sep 1	Labor Day	Nov 27	Thanksgiving Day
Jan 20	Martin Luther King Day	Jun 19	Juneteenth	Oct 13	Columbus Day	Dec 25	Christmas Day
Feb 17	Presidents' Day	Jul 4	Independence Day	Nov 11	Veterans Day		



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber	Meeting Date: 01/22/2025	Reorg Agenda Item	Item No. 2A-K
Item Description: Ratify or Change Chair, Vice Chair and Committee Motions	Reviewed By: N/A		
	Reviewed By: N/A		

ACTION REQUESTED

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

BACKGROUND/DISCUSSION

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

FINANCIAL IMPACT

N/A

ASSIGNMENTS

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



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber	Meeting Date: 01/22/2025	Reorg Agenda Item	Item No. 3A
Item Description: Ratify mileage reimbursement at current Federal rate	Reviewed By: N/A		
	Reviewed By: N/A		

ACTION REQUESTED

Motion to ratify the mileage at the current federal rate

BACKGROUND/DISCUSSION

Annually the board must set the mileage reimbursement rate. The federal mileage reimbursement rate as of 1/1/2025 is 70.0¢ per mile for business miles driven.

FINANCIAL IMPACT

N/A

ATTACHMENTS

- None



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber	Meeting Date: 01/22/2025	Reorg Agenda Item	Item No. 3B
Item Description: Compensation /Reimbursements		Reviewed By: N/A	
		Reviewed By: N/A	

ACTION REQUESTED

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

BACKGROUND/DISCUSSION

Annually must set / ratify compensation rates and the fee schedule

ATTACHMENTS

- Compensation/Reimbursements
 - Supervisors – \$150.00/month (must attend one meeting to receive monthly pay)
 - Supervisors Seminars/Training (MAT Training, Legal Seminars, LBoAE Training) - \$20.00/hour
 - Supervisors (work performed for the township) – Currently \$20/hour
 - Clerk & Treasurer – Current rate \$35/hour (includes board and committee meetings, seminars and training and other meetings with board approval)
 - Deputy Clerk – Current rate \$25/hour (includes board and committee meetings, seminars and training and other meetings with board approval)
 - 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, & meeting cost (lodging must be pre-approved)
 - Gopher Bounty – Currently \$2.00/pr
 -



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber	Meeting Date: 01/22/2025	Reorg Agenda Item	Item No. 3C
Item Description: Fee Schedule		Reviewed By: N/A	
		Reviewed By: N/A	

ACTION REQUESTED

Motion to approve the fee schedule and other fees as presented

BACKGROUND/DISCUSSION

Annually must set / ratify the fee schedule

ATTACHMENTS

- Fee Schedule
 - Property Assessment Search: \$25 – Self-Addressed Stamped Envelope must also be supplied, if hard copy required
 - Driveway/Access Permit: \$250
 - Driveway Waiver: N/C
 - Driveway Escrow \$3,000
 - Overweight Permit: \$250
 - Overweight Permit Escrow: minimum \$5000
 - Vacation of ROW/Easement Escrow: \$750
 - Encroachment/License Agreement Escrow: \$750
 - Platting Process Escrow: \$2000
 - Right-of-Way Excavation Permit: \$100
 - E911/Fire Sign: \$45
 - E911/Fire Sign Post and Mounting Hardware: \$10
- Other Fees:
 - Swing-Away Mailbox Posts: \$102



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber	Meeting Date: 01/22/2025	Reorg Agenda Item	Item No. 4A-E
Item Description: Resolutions Authorizing Contracts with Supervisors	Reviewed By: N/A		
	Reviewed By: N/A		

ACTION REQUESTED

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

- RES 2025-01 Bryan Adams
Motion to approve RES 2025-01 Bryan Adams
- RES 2025-02 Paul Ellinger
Motion to approve RES 2025-02 Paul Ellinger
- RES 2025-03 Anne Felber
Motion to approve RES 2025-03 Anne Felber
- RES 2025-04 Dalton Keiderling
Motion to approve RES 2025-04 Dalton Keiderling
- RES 2025-05 Peter Owen
Motion to approve RES 2025-05 Peter Owen

BACKGROUND/DISCUSSION

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

ATTACHMENTS

- RES 2025-01 Bryan Adams
- RES 2025-02 Paul Ellinger
- RES 2025-03 Anne Felber
- RES 2025-04 Dalton Keiderling
- RES 2025-05 Peter Owen



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber	Meeting Date: 01/22/2024	Reorg Agenda Item	Item No. 5A-D
Item Description: Ratify Current or Set New Official Posting Location, Official Publication, Official Depository, Designation of Legal Counsel		Reviewed By: N/A	
		Reviewed By: N/A	

ACTION REQUESTED

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

BACKGROUND/DISCUSSION

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

INFORMATION

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



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber	Meeting Date: 01/22/2025	Reorg Agenda Item	Item No. 5E
Item Description: Authorize the Treasurer to Make Electronic Funds Transfers (EFTs) – PERA Contributions, Payroll Withholding, Tax Deposits and between Town Banking Institutions	Reviewed By: N/A		
	Reviewed By: N/A		

ACTION REQUESTED

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

BACKGROUND/DISCUSSION

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

INFORMATION



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber	Meeting Date: 01/22/2025	Reorg Agenda Item	Item No. 5F
Item Description: Authorize the Chair, Vice-Chair, Clerk and Treasurer as Authorized Signors on Town Banking Accounts	Reviewed By: N/A		
	Reviewed By: N/A		

ACTION REQUESTED

Motion to authorize the Chair, Vice-Chair, Clerk and Treasurer as authorized signors on town banking accounts

BACKGROUND/DISCUSSION

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

INFORMATION



AGENDA ITEM

Orrock Town Board

Prepared By: Chris Weber	Meeting Date: 01/22/2025	Reorg Agenda Item	Item No. 5G
Item Description: Review of Recurring Contracts		Reviewed By: N/A	
		Reviewed By: N/A	

ACTION REQUESTED

None

BACKGROUND/DISCUSSION

At the January meeting, the board is given a list of recurring contracts for review. The BLFD fire contract must be reviewed by both parties by 3/1/2025. Renew Darryl Waletko's Snow Removal Contract. Renew Darryl Waletko's Handyman Services Contract.

INFORMATION

**Town of Orrock
Resolution 2025-01
Resolution Authorizing Contract with Interested Officer Under
M. S. § 471.88, subd. 5**

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

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

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

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

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

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

Adopted by the Orrock Township Board of Supervisors this 20th day of January, 2025.

_____, Chair

Shelley Erickson, Clerk

The motion for adoption of the foregoing resolution was duly moved by Supervisor_____, seconded by Supervisor_____. After discussion thereof and upon a vote taken thereon, the following number of supervisors voted in favor_____; against_____; abstained_____ whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

SS

COUNTY OF SHERBURNE

On this ____ day of _____, 2024, before me, a Notary Public, within and for said County, personally appeared _____ and Shelley Erickson, to me personally known, being each duly sworn, did say that they are respectfully the Chair of the Board and Town Clerk, of the Town of Orrock, the municipal Township named in the foregoing instrument, was signed and sealed on behalf of said Township authority of its Town Board and they acknowledged said instrument to be the free act and deed of said municipal Township.

SEAL

NOTARY PUBLIC

**Town of Orrock
Resolution 2025-02
Resolution Authorizing Contract with Interested Officer Under
M. S. § 471.88, subd. 5**

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

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

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

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

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

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

Adopted by the Orrock Township Board of Supervisors this 20th day of January, 2025.

_____, Chair

Shelley Erickson, Clerk

The motion for adoption of the foregoing resolution was duly moved by Supervisor_____, seconded by Supervisor_____. After discussion thereof and upon a vote taken thereon, the following number of supervisors voted in favor_____; against_____; abstained_____ whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

SS

COUNTY OF SHERBURNE

On this ____ day of _____, 2025, before me, a Notary Public, within and for said County, personally appeared _____ and Shelley Erickson, to me personally known, being each duly sworn, did say that they are respectfully the Chairman of the Board and Town Clerk, of the Town of Orrock, the municipal Township named in the foregoing instrument, was signed and sealed on behalf of said Township authority of its Town Board and they acknowledged said instrument to be the free act and deed of said municipal Township.

SEAL

NOTARY PUBLIC

**Town of Orrock
Resolution 2025-03
Resolution Authorizing Contract with Interested Officer Under
M. S. § 471.88, subd. 5**

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

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

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

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

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

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

Adopted by the Orrock Township Board of Supervisors this 20th day of January, 2025.

_____, Chair

Shelley Erickson, Clerk

The motion for adoption of the foregoing resolution was duly moved by Supervisor_____, seconded by Supervisor_____. After discussion thereof and upon a vote taken thereon, the following number of supervisors voted in favor_____; against_____; abstained_____ whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

SS

COUNTY OF SHERBURNE

On this ____ day of _____, 2025, before me, a Notary Public, within and for said County, personally appeared _____ and Shelley Erickson, to me personally known, being each duly sworn, did say that they are respectfully the Chair of the Board and Town Clerk, of the Town of Orrock, the municipal Township named in the foregoing instrument, was signed and sealed on behalf of said Township authority of its Town Board and they acknowledged said instrument to be the free act and deed of said municipal Township.

SEAL

NOTARY PUBLIC

**Town of Orrock
Resolution 2025-04
Resolution Authorizing Contract with Interested Officer Under
M. S. § 471.88, subd. 5**

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

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

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

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

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

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

Adopted by the Orrock Township Board of Supervisors this 20th day of January, 2025.

_____, Chair

Shelley Erickson, Clerk

The motion for adoption of the foregoing resolution was duly moved by Supervisor_____, seconded by Supervisor_____. After discussion thereof and upon a vote taken thereon, the following number of supervisors voted in favor_____; against_____; abstained_____ whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

SS

COUNTY OF SHERBURNE

On this ____ day of _____, 2025, before me, a Notary Public, within and for said County, personally appeared _____ and Shelley Erickson, to me personally known, being each duly sworn, did say that they are respectfully the Chair of the Board and Town Clerk, of the Town of Orrock, the municipal Township named in the foregoing instrument, was signed and sealed on behalf of said Township authority of its Town Board and they acknowledged said instrument to be the free act and deed of said municipal Township.

SEAL

NOTARY PUBLIC

**Town of Orrock
Resolution 2025-05
Resolution Authorizing Contract with Interested Officer Under
M. S. § 471.88, subd. 5**

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

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

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

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

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

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

Adopted by the Orrock Township Board of Supervisors this 20th day of January, 2025.

_____, Chair

Shelley Erickson, Clerk

The motion for adoption of the foregoing resolution was duly moved by Supervisor_____, seconded by Supervisor_____. After discussion thereof and upon a vote taken thereon, the following number of supervisors voted in favor_____; against_____; abstained_____ whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

SS

COUNTY OF SHERBURNE

On this ____ day of _____, 2025, before me, a Notary Public, within and for said County, personally appeared _____ and Shelley Erickson, to me personally known, being each duly sworn, did say that they are respectfully the Chairman of the Board and Town Clerk, of the Town of Orrock, the municipal Township named in the foregoing instrument, was signed and sealed on behalf of said Township authority of its Town Board and they acknowledged said instrument to be the free act and deed of said municipal Township.

SEAL

NOTARY PUBLIC