

TOWN OF ORROCK

REGULAR MONTHLY & Board of Audit Meeting Wednesday February 25, 2026 7:00PM

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF FEBRUARY 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 – February 2026 - 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

January Monthly/Reorganizational Meeting

7. REGULAR BUSINESS

- A. Sherburne County 2025 Annual Building and Population Report - Information
- B. Annual Meeting Agenda - Approve
- C. Ratification of Annual Meeting Notices to be published Feb. 21st & Feb. 28th, 2026
- D. Sheriff's Press Release - Information
- E. Ann Lake Club, Loon Nesting Sign – Discuss/Action
- F. Big Lake Food Shelf - Discuss
- G. 2026 Recycle Day Participation – Discuss/Action
- H. Accessor Video – Information
- I. BLFD Contract – 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 the official minutes and on occasion uploaded to the Township website

TOWN OF ORROCK

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8. PANNING & ZONING

- A. Proposed "Hamlet District" - Discussion
- B. TWP Soil Separation-Lot Size – Discussion
- C. 2025 Sherburne Co. Violation Report - Information

9. ROADS

- A. Bryan Coons, Sealtech – Asphalt & Paving Co. – Introduction
- B. West Eagle Lake Project – Sign Contract

10. BOARD BUSINESS/UPDATES – COMMITTEE REPORTS

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

11. TREASURER BUSINESS

- A. Cash Control Statement and Investment Update – Approve
- B. Treasurer's Report - Approve
- C. Report of January Sherburne State Bank Securities Pledge Validation – Review
- D. Ratification of Interim Treasurer transfer of funds from money market to checking.
- E. Adoption of 2026 budget framework
- F. Consideration of Levy Recommendations for Taxes Payable in 2027

12. BOARD OF AUDIT

- A. Introduction by treasurer
- B. Review of receipts and disbursements registers and confirmation of 12/31/2025 cash balances
- C. Selection of three receipts for board review
- D. Selection of three disbursements for board review

13. ANNOUNCEMENTS

- A. Annual Meeting – Tuesday March 10th - Commences @ 7PM, Town Hall
- B. League of MN Cities, Day On the Hill – March 11th
- C. March Regular Meeting –March 25th @ 7PM
- D. 2026 MAT Spring Courses – March to April
- E. LBoFAE Meeting – April 8th @ 6PM, Town Hall

14. 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 JANUARY 2025

Printed On: 02/03/25 08:46

Sherburne County Sheriff

	01/25	Total
91450 DWI	1	1
91600 DISTURBING THE PEACE	1	1
91650 HARASSMENT	3	3
91800 PROPERTY DAMAGE	1	1
92700 TRESPASS	1	1
92750 FRAUD COMPLAINT	2	2
9302 ANIMAL LOST	1	1
9311 FOUND PERSON	1	1
9440 ACCIDENT-MV-PROPERTY DAM	2	2
9462 ACCIDENT-VEHICLE VS ANIMA	2	2
9560 ANIMAL COMPLAINT	1	1
9561 CONSERVATION	1	1
9562 DOG COMPLAINT	4	4
9604 FIRE-GRASS	1	1
9612 ALARM-CARBON MONOXIDE	2	2
9720 DEATH	1	1
9730 MEDICAL	8	8
9740 MENTAL CASE	2	2
9802 PUBLIC ASSIST	1	1
9803 AGENCY ASSIST	2	2
9804 ALARM-SECURITY	5	5
9807 TRAFFIC STOP	57	57
9812 SUSPICIOUS VEHICLE	3	3
9813 JUVENILE COMPLAINT	1	1
9817 SECURITY CHECK	6	6
9818 EXTRA PATROL	7	7
9823 CHECK THE WELFARE	7	7
9824 BURNING COMPLAINT	1	1
9834 PARKING COMPLAINT	1	1
9850 PAPER SERVICE	4	4
9853 SUSPICIOUS ACTIVITY	2	2
9863 HAZARDOUS ROAD	1	1
9900 MISCELLANEOUS OFFICER	2	2
9937 911 HANG UP	1	1
M5350 JUVENILE RUNAWAY	1	1
Public lift assist	2	2



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Vehicle Off Road	2	2
WARRANT ATTEMPT	1	1
Total	142	142



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CAD Summary Report - January 2026 Orrock Township

Printed On: 02/02/26 11:59

Sherburne County Sheriff

	01/26	Total
91450 DWI	1	1
91600 DISTURBING THE PEACE	1	1
92200 CRIMES AGAINST ADMIN JUS	1	1
92700 TRESPASS	1	1
92750 FRAUD COMPLAINT	2	2
9311 FOUND PERSON	1	1
9312 ANIMAL FOUND	2	2
9440 ACCIDENT-MV-PROPERTY DAM	1	1
9462 ACCIDENT-VEHICLE VS ANIMA	6	6
9560 ANIMAL COMPLAINT	2	2
9561 CONSERVATION	2	2
9562 DOG COMPLAINT	1	1
9600 FIRE-OTHER	1	1
9611 GAS LEAK/SMELL	1	1
9612 ALARM-CARBON MONOXIDE	1	1
9720 DEATH	1	1
9730 MEDICAL	10	10
9740 MENTAL CASE	4	4
9800 MISCELLANEOUS PUBLIC	1	1
9802 PUBLIC ASSIST	4	4
9803 AGENCY ASSIST	1	1
9805 CIVIL COMPLAINT	1	1
9807 TRAFFIC STOP	46	46
9808 TRAFFIC COMPLAINT	2	2
9809 SNOWMOBILE COMPLAINT	5	5
9810 GARBAGE/LITTERING	1	1
9812 SUSPICIOUS VEHICLE	2	2
9813 JUVENILE COMPLAINT	2	2
9817 SECURITY CHECK	8	8
9818 EXTRA PATROL	12	12
9823 CHECK THE WELFARE	3	3
9828 REPOSSESSION	1	1
9834 PARKING COMPLAINT	1	1
9850 PAPER SERVICE	7	7
9853 SUSPICIOUS ACTIVITY	2	2
9900 MISCELLANEOUS OFFICER	2	2



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CAD Summary Report - January 2026 Orrock Township

Printed On: 02/02/26 11:59

9937 911 HANG UP	1	1
Park Patrol	1	1
Public lift assist	2	2
Vehicle Off Road	5	5
Total	149	149



Regular & Reorganizational Meeting
January 28, 2026, 7:00PM

The Orrock Township Board met in regular session, on Wednesday, January 28th, 2026 at Orrock Town Hall, 26401 180th Street NW, Big Lake, MN.

In attendance were Chair Anne Felber, Supervisors: Paul Ellinger, Bryan Adams, Dalton Keiderling and Peter Owen, Treasurer Kellie McConville and Clerk Shelley Erickson. Also, in attendance were Commander Ben Zawacki, Township Engineer Kevin Kruger, 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 regular meeting of Orrock Township to order. The Pledge of Allegiance was recited.

Approval of January Meeting Agenda

Chair Felber requested a motion to approve the agenda with the removal of item 9c, as the individual involved was not available and the item would be moved to next month.

Motion by Supervisor Ellinger, seconded by Supervisor Owen, to approve the January meeting agenda with item 9c removed. Motion carried unanimously.

Sheriff's Report

Commander Ben Zawacki presented the December 2025 report, noting 173 total calls for service compared to 152 the previous month. He stated there were no significant criminal incidents to report for the month.

Sheriff's Office Annual Report

Commander Zawacki presented the annual report for 2023-2025, highlighting:

- Total calls for service: 2,063 in 2023, 2,220 in 2024, and 1,716 in 2025
- Criminal activity breakdown for 2025: 9 assaults, 2 narcotics cases, 8 DUIs, 2 criminal sexual conduct cases, 11 thefts, and 8 CDPs
- Most criminal activity categories showed a decrease compared to previous years
- Department updates on retirements, including several long-serving staff members

- Canine update: Unfortunately, canine Bronco had to be put down due to an intestinal flip. Currently, Deputy Bain handled by Deputy Nick Carlson is the only road dog, while a narcotics canine in the jail is nearing retirement
- Community involvement: Special Olympics Torch Run, Seniors in Law Enforcement Together event, Night to Unite, and Shop with a Cop program
- Significant cases: Government center shooting in July, jail assault on correctional officers, kidnapping case of a 7-year-old girl, Benton County conviction of Carl Holmberg who shot drug task force officers, and a burglary case with \$100,000 stolen
- Personnel updates: Hired 8 new patrol and TCS deputies
- Intelligence center completed 784 workups for surrounding agencies
- Drug task force worked 100 cases, seizing nearly 3 pounds of methamphetamine and 15 pounds of marijuana

Commander Zawacki also discussed ongoing projects including:

- Replacement of the Code Red notification system with HyperReach
- Remodeling of the dispatch center
- Completion of body-worn camera and squad camera upgrades
- Upcoming jail plumbing project
- New emergency tip line system following lessons from the kidnapping case
- Implementation of the Rave panic button system for county employees and schools following a government center shooting incident

The Board congratulated Commander Zawacki on his campaign for Sheriff following Sheriff Brock's retirement announcement.

Reorganizational Meeting Begins

Meeting Dates

Motion by Supervisor Adams, seconded by Supervisor Keiderling, to approve the meeting dates as the fourth Wednesday of each month at Orrock Town Hall at 7:00 PM, except for November and December due to the holiday schedule. Motion carried unanimously.

Ratify or Change Chair, Vice-Chair & Committee Members

Chair

The Board discussed the chair position. Supervisor Owen nominated Anne Felber to continue as chair. Supervisor Adams recalled that Chair Felber had previously suggested rotating the position annually but no other supervisors expressed interest in the position.

Motion by Supervisor Owen, seconded by Supervisor Keiderling, to retain Anne Felber as chair. Motion carried unanimously.

Vice Chair

Supervisor Ellinger indicated willingness to continue but offered to step aside if anyone else was interested. No other supervisors expressed interest.

*Motion by Supervisor Adams, seconded by Supervisor Keiderling, to retain Paul Ellinger as vice-chair.
Motion carried unanimously.*

Representative to the Big Lake Fire Board

The Board retained Supervisors Keiderling and Ellinger as representatives to the Big Lake Fire Board, noting that the contract would be coming up for renewal and their experience would be valuable.

Motion by Chair Felber, seconded by Supervisor Owen, to retain Supervisors Keiderling and Ellinger as representatives to the Big Lake Fire Board. Motion carried unanimously.

Representative to the Zimmerman Fire Board

The Board decided not to appoint a representative to the Zimmerman Fire Board at this time.

Representative to the Mississippi River St. Cloud One Watershed One Plan

The Board decided not to appoint a representative to the One Watershed One Plan at this time.

Finance/Agreements Committee

The Board discussed the finance/agreements committee. Chair Felber suggested that Supervisor Keiderling replace her on the committee due to his financial background, while she would continue to attend meetings as an observer.

Motion by Chair Felber, seconded by Supervisor Owen, to modify the finance/agreements committee by replacing Felber with Keiderling, Supervisor Ellinger remaining as committee member, and Supervisor Adams remaining as alternate. Motion carried unanimously.

Road Committee

For the road committee, the Board discussed changing the alternate from Chair Felber to Supervisor Keiderling.

Motion by Chair Felber, seconded by Supervisor Keiderling, to retain the road committee as is with Supervisors Adams and Owen and Township Engineer Kevin Kruger, changing the alternate to Supervisor Keiderling. Motion carried unanimously.

Policy Committee

The Board agreed to maintain the current policy committee composition.

*Motion by Chair Felber, seconded by Supervisor Adams, to maintain the current policy committee.
Motion carried unanimously.*

Road Authority

The Board retained Supervisor Owen as Road Authority.

Motion by Chair Felber, seconded by Supervisor Ellinger, to retain Supervisor Owen as Road Authority. Motion carried unanimously.

Planning and Zoning

Planning and zoning representatives (currently Keiderling - Primary/Owen – Alternate) remain unchanged as they are in the middle of a three-year term beginning January 1, 2025.

Ordinance Committee

The board decided that an ordinance committee was not needed at this time.

Wages/Reimbursements/Fee Schedule

Ratify mileage reimbursement at current Federal rate

The Board discussed mileage reimbursement at the current federal rate of 72.5¢ per mile, up 2.5 cents from the previous year.

Motion by Supervisor Keiderling, seconded by Supervisor Owen, to approve the mileage reimbursement at the current federal rate of 72.5¢ per mile. Motion carried unanimously.

Compensation/Reimbursements

The Board reviewed the compensation schedule including supervisor pay, clerk and treasurer rates, election judge compensation, and other reimbursements. Chair Felber noted that the supervisor pay had doubled in recent years but emphasized that she actually receives less compensation now as chair than she did previously as a regular supervisor due to the change in payment structure.

Motion by Supervisor Adams, seconded by Supervisor Keiderling, to approve the compensation and reimbursements as presented in the April 2025 monthly meeting. Motion carried unanimously.

Fee Schedule

The Board reviewed the fee schedule and confirmed with staff that the current rates were appropriate and working well.

Motion by Supervisor Ellinger, seconded by Supervisor Adams, to approve the fee schedule as presented. Motion carried unanimously.

Resolutions Authorizing Contracts with Supervisors

The Board addressed resolutions authorizing contracts with interested township officers under M.S. 471.88, subd. 5. Supervisor Adams provided historical context, explaining these resolutions originated when board members performed maintenance work such as snow plowing and mowing, though those tasks are now handled by contractors. The Board agreed to maintain these resolutions for emergency purposes only.

The Board considered each resolution individually, with the affected supervisor abstaining from the vote on their own resolution:

Motion by Supervisor Ellinger, seconded by Supervisor Keiderling, to approve Resolution 2026-01 for Bryan Adams. Motion carried with Supervisor Adams abstaining.

Motion by Supervisor Adams, seconded by Supervisor Owen, to approve Resolution 2026-02 for Paul Ellinger. Motion carried with Supervisor Ellinger abstaining.

Motion by Supervisor Adams, seconded by Supervisor Ellinger, to approve Resolution 2026-03 for Anne Felber. Motion carried with Chairperson Felber abstaining.

Motion by Supervisor Ellinger, seconded by Supervisor Owen, to approve Resolution 2026-04 for Dalton Keiderling. Motion carried with Supervisor Keiderling abstaining.

Motion by Supervisor Keiderling, seconded by Supervisor Ellinger, to approve Resolution 2026-05 for Peter Owen. Motion carried with Supervisor Owen abstaining.

Other Township Items - Ratify Current or Set New, Review

The Board addressed several administrative items:

Motion by Supervisor Adams, seconded by Supervisor Keiderling, to approve items A (Official Posting Location – Outdoor Notice Board & Inside Entryway), B (Official Publication - Patriot News), and D (Designation of Legal Counsel – Couri & Ruppe, PLLC). Motion carried unanimously.

Motion by Supervisor Adams, seconded by Supervisor Ellinger, to approve item C (Official Depository – Sherburne State Bank and Minnesota Municipals Money Market Fund). Motion carried with Supervisor Keiderling abstaining due to working for a bank.

Motion by Chair Felber, seconded by Supervisor Owen, to authorize the Treasurer to make electronic funds transfers for PERA contributions, payroll withholdings, tax deposits, and between town banking institutions. Motion carried unanimously.

Motion by Supervisor Keiderling, seconded by Supervisor Owen, to authorize Chair, Vice-Chair, Clerk, and Treasurer as authorized signers on town banking accounts and as authorized signers and accessors to the Township's bank safe deposit box. Motion carried unanimously.

The Board reviewed the list of recurring contracts with no changes.

Last Call For Reorganizational Meeting Business

No additional reorganizational business was brought forward.

Regular Meeting Resumes

Approve Consent Agenda

Supervisor Adams requested that item B (Regular Payroll – January 2026) be removed from the consent agenda for separate discussion.

Motion by Supervisor Owen, seconded by Supervisor Ellinger, to approve the consent agenda with item B removed. Motion carried unanimously.

The Board discussed item B regarding payroll. Supervisor Adams questioned the appropriateness of a claim by Supervisor Owen for office work at the hourly rate, suggesting this should be covered by the monthly stipend. A lengthy discussion ensued about what constitutes compensable "work performed for township" at the \$20/hour rate.

Chairperson Felber expressed frustration with what she perceived as scrutiny of small expense amounts and recounted times when her own claims had been questioned. She emphasized that supervisors should be trusted to determine what constitutes legitimate township work. Treasurer McConville clarified that she was simply flagging unusual items for the Board's awareness and approval, not making judgments about their validity.

Motion by Chair Felber, seconded by Supervisor Keiderling, to approve Supervisor Owen's claim for \$40 for inventory work. Motion carried with Supervisors Adams and Ellinger opposed.

The Board agreed that the Treasurer should continue reviewing claims but that decisions about whether work qualifies for payment should be made by the Board, not the Treasurer.

Open Forum

Gregg Felber (25409 189th Street, Big Lake) spoke regarding the veterinary clinic amendment that would be discussed later in the meeting. He expressed concerns about the proposed 5-acre minimum lot size for large animal veterinary clinics, noting other jurisdictions require 10 acres or locate such facilities in commercial areas. He cited concerns about horse trailers, infectious disease separation requirements from the National Veterinary Association, and medical waste management.

Approval of Meeting Minutes

Motion by Supervisor Ellinger, seconded by Supervisor Keiderling, to approve the December monthly meeting minutes. Motion carried unanimously.

Regular Business

Call for Board of Audit Meeting – February Regular Meeting – Action

Motion by Chair Felber, seconded by Supervisor Ellinger, to call for the Board of Audit meeting to be held at the February regular meeting. Motion carried unanimously.

Schlenner Wenner Audit Engagement Letter - Action

The Board discussed the audit engagement letter, with Supervisor Ellinger expressing concern about another \$2,000 increase. Supervisor Adams noted that townships are having difficulty finding auditors willing to work with them, as had been discussed at MAT meetings.

Motion by Supervisor Adams, seconded by Supervisor Owen, to approve the Schlenner Wenner audit engagement letter. Motion carried unanimously.

Ann Lake DNR Proposal – Discussion

Chair Felber reported on developments regarding Ann Lake. She had consulted with the township attorney about options for the property and contacted the DNR to discuss maintenance responsibilities and the 1999 contract. The DNR expressed interest in taking ownership of the property.

Felber contacted Mark Schneider at Sherburne County, who indicated the transfer could be done with a quit claim deed since it would be going from one public entity to another. The township attorney confirmed this approach would require minimal work.

The Board discussed whether to retain the shed used by the Ann Lake association. Supervisor Adams suggested carving out that portion of the property, but concerns were raised about ongoing maintenance responsibilities and potential complications with splitting the property. It was noted that the DNR was aware of and willing to take on the non-functioning outhouse.

The Board agreed to have Chair Felber make another call to the DNR to explore options for the shed and continue negotiations, then bring the matter back for discussion at the February meeting.

2026 Township Comment Memo Veterinary Clinic Amendment - Discussion

The Board discussed a county proposal for veterinary clinic amendments to the zoning ordinance. Chair Felber, who lives next to the property in question, noted the proposal would allow large animal veterinary clinics on 5-acre properties.

The Board identified several concerns:

- The 5-acre minimum for large animal veterinary clinics seemed insufficient given space needed for separating animals with infectious diseases
- The 10-foot setback requirement was inadequate compared to veterinary recommendations of 35 feet for infectious disease control
- No provisions for medical waste management
- Lack of noise abatement requirements

The Board felt the 5-acre minimum for small animal clinics (dogs, cats, etc.) was reasonable and could potentially be reduced to 2.5 acres.

The Board agreed to submit comments recommending:

1. Reviewing the 5-acre minimum for large animal clinics with a suggestion to increase to 10 acres
2. Potentially reducing the acreage requirement for small animal clinics
3. Reviewing setback requirements to align with American Veterinary Association recommendations for infectious disease control
4. Ensuring adequate provisions for medical waste management

Roads

West Eagle Lake Projects Bids – Discuss/Action

Kevin Kruger reported on the bid opening for the West Eagle Lake project. Ten companies submitted bids, with Knife River Corporation being the apparent low bidder at \$744,691 for the base bid. An alternate bid for additional roads would add \$33,000 to the cost.

The Board discussed the alternate, with Kruger and Supervisor Owen noting this would be the most cost-effective time to include the additional work.

Motion by Supervisor Owen, seconded by Supervisor Adams, to award the contract to Knife River Corporation as the lowest bidder, including alternate 1, for a total price of \$776,791. Motion carried with Supervisor Ellinger abstaining due to living on one of the roads involved.

Taggart ROW Agreement – TBD

Supervisor Owen discussed an issue with a resident, John Taggart at 16721 256th Avenue Northwest, who had complained about snow plowing around his trailer. After investigating, it was determined the trailer was located in the road right-of-way.

Owen and Darryl Waletzko inspected the site and drafted an agreement allowing specific setbacks for the trailer, with 4 feet from the road edge on 256th Avenue and 7 feet on 167th Street. The Board discussed adding clarifying language that the agreement applied to "parking of your trailer or other motorized vehicles" and would be reviewed if road reconstruction occurred in the future.

Supervisor Ellinger expressed concern about setting a precedent without legal review, but other supervisors felt the pragmatic solution addressed the immediate issue while preserving township authority for future road work.

Motion by Supervisor Owen, seconded by Supervisor Keiderling, to approve the letter with the two clarifying changes. Motion carried with Supervisor Ellinger opposed.

Board Business/Updates – Committee Reports

Supervisor Adams had nothing to report given the late hour.

Supervisor Ellinger had nothing to report.

Chair Felber welcomed the new Orrock resident Caroline, daughter of Supervisor Keiderling.

Supervisor Keiderling reported on completing his Board of Equalization training.

Supervisor Owen reported attending the joint council meeting where he presented, as well as the SCAT meeting. He complimented the Clerk on the excellent meal provided at the SCAT meeting. Owen also mentioned signing up for county plowing alerts to better coordinate township plowing efforts.

Treasurer Business

Cash Control Statement and Investment Update – Approve

Treasurer McConville reviewed the cash control statement showing:

- Checking account: \$96,657.83
- Debit card: \$1,930.78

- Money market: \$1,870,847.61
- CD: \$266,416.80
- 4M fund: \$177,227.66

Treasurer McConville requested transfers of \$189.71 to the debit card and \$79,690.35 to checking.

Motion by Supervisor Adams, seconded by Supervisor Owen, to approve the cash control statement and requested transfers. Motion carried unanimously.

Treasurer's Report – Approve

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

Report of December Sherburne State Bank Securities Pledge Validation – Review

The Board reviewed the securities pledge validation report. Supervisor Ellinger noted a discrepancy in total balances between documents that needed to be clarified.

2025 Year-End Budget Review

The Board discussed the need to prepare the proposed 2026 budget for presentation at the March 10th annual meeting. Chair Felber emphasized that the finance committee needed to begin work promptly, as the budget would need to be approved at the February meeting.

Last Call For Regular Meeting Business

No additional business was brought forward.

Announcements

The Board noted the following upcoming events:

- February Meeting – February 25th at 7:00 PM
- Board of Audit – During February Regular Meeting
- Annual Meeting – Tuesday, March 10th at 7:00 PM, Town Hall
- 2026 MAT Spring Courses – March to April
- Board of Appeals and Equalization Meeting – April 8th at 6:00 PM, Town Hall

Adjournment

Motion by Chair Felber, seconded by Supervisor Owen, to adjourn the meeting. Motion carried unanimously.

The meeting Adjourned at 8:40 PM.

Respectfully Submitted,
Shelley Erickson
Orrock Township Clerk

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

Anne Felber, Chair

Attest:

Town Clerk

DRAFT



AGENDA ITEM
Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>02/25/2026</i>	Regular Agenda Item	Item No. 7A
Item Description: <i>Sherburne County 2025 Annual Building and Population Report</i>	Reviewed By: N/A		
	Reviewed By: Shelley Erickson		

ACTION REQUESTED

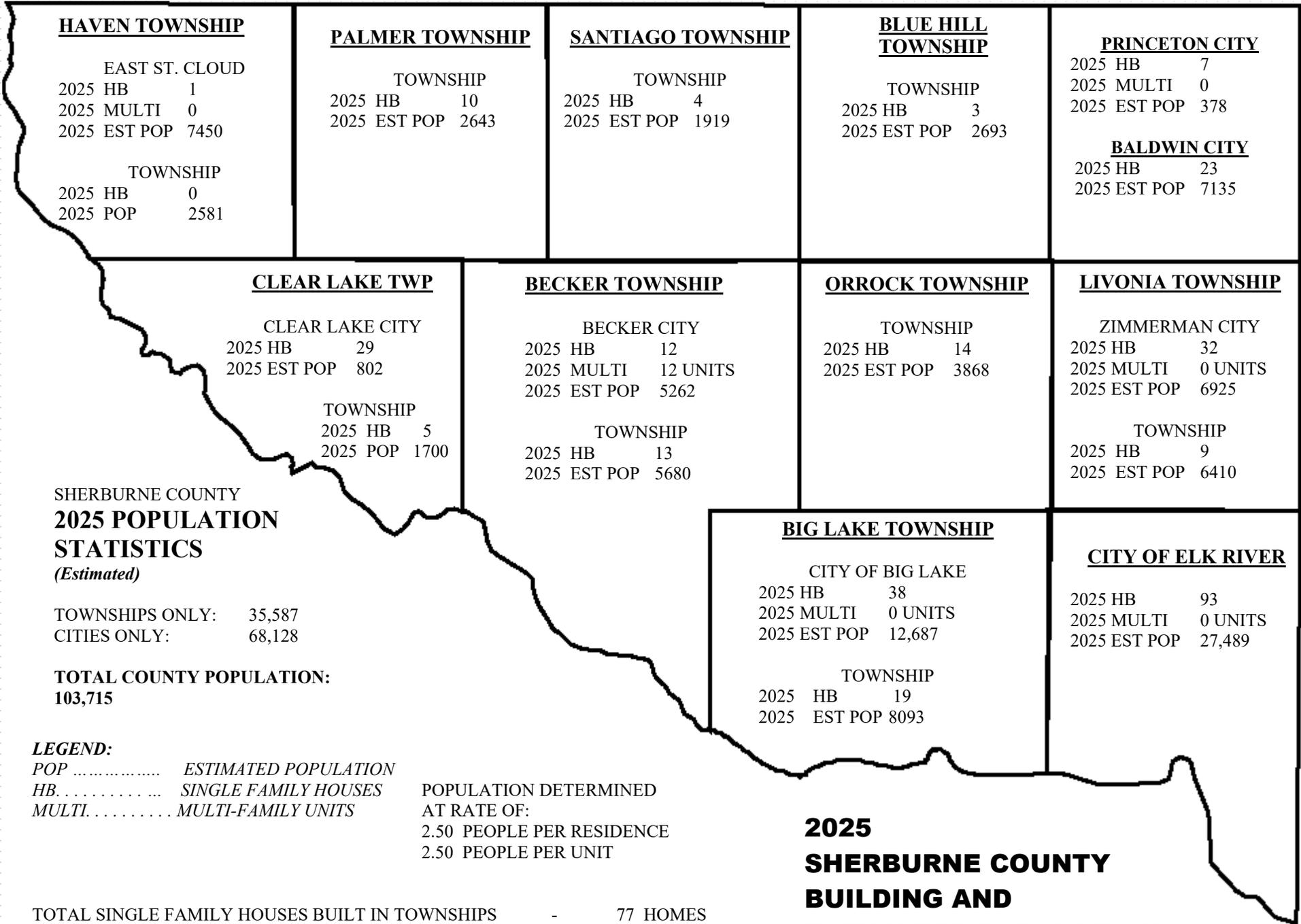
None needed

BACKGROUND/DISCUSSION

Sherburne County produces an annual building and population report. There were 14 new home permits in Orrock Township in 2025, which was less than last year. The 2025 estimated population is 3,868, down from last years estimated 4,737. The estimated population is determined as a rate of 2.5 people per residence. The new home permits issued were valued at \$3,925,000. All other building permits had a value that totaled \$1,246,000. The township has a total of 3,765 platted acres and 19,449 unplatted acres. Orrock Township has a total of 16% platted acres.

ATTACHMENTS

2025 Annual Building and Population Report



SHERBURNE COUNTY
2025 POPULATION STATISTICS
(Estimated)

TOWNSHIPS ONLY: 35,587
 CITIES ONLY: 68,128

**TOTAL COUNTY POPULATION:
 103,715**

LEGEND:
 POP ESTIMATED POPULATION
 HB..... SINGLE FAMILY HOUSES
 MULTI..... MULTI-FAMILY UNITS

POPULATION DETERMINED
 AT RATE OF:
 2.50 PEOPLE PER RESIDENCE
 2.50 PEOPLE PER UNIT

TOTAL SINGLE FAMILY HOUSES BUILT IN TOWNSHIPS - 77 HOMES
 TOTAL SINGLE FAMILY HOUSES BUILT IN CITIES - 194 HOMES
 MULTI-FAMILY UNITS: - 20 UNITS

**2025
 SHERBURNE COUNTY
 BUILDING AND
 ESTIMATED POPULATION
 REPORT**

1/26/2026

SHERBURNE COUNTY
ESTIMATED 2025 POPULATION
103,715

Townships only - 35,587

Cities only - 68,128

(Figures determined at a rate of 2.5 people per residence or multi-family unit)

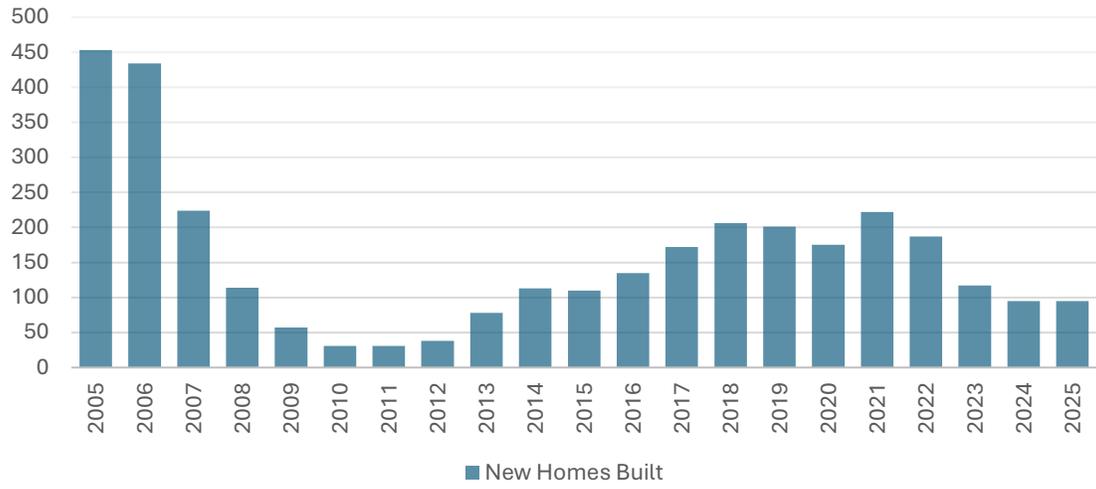
PERMITS ISSUED IN THE TOWNSHIPS OF SHERBURNE COUNTY

TOWNSHIP	NEW HOME PERMITS & VALUATIONS		ALL OTHER BUILDING PERMITS & VALUE <small>(Does not include Solar Farms)</small>		SEPTIC UPGRADES	NEW SEPTICS <small>(Does not include hook-ups to cluster systems)</small>
	Count	Value	Count	Value		
BECKER	13	5,493,550	147	6,533,552	31	13
BIG LAKE	19	4,890,000	443	2,706,000	37	17
BLUE HILL	3	915,000	67	688,000	10	4
CLEAR LAKE	5	882,000	117	1,064,000	9	4
HAVEN	0		85	475,000	10	0
LIVONIA	9	2,005,000	232	3,054,000	22	7
ORROCK	14	3,925,000	141	1,246,000	16	6
PALMER	10	2,386,000	119	915,000	19	9
SANTIAGO	4	1,081,000	50	776,000	10	5
TOTALS	77	21,577,550	1401	17,457,552	164	65

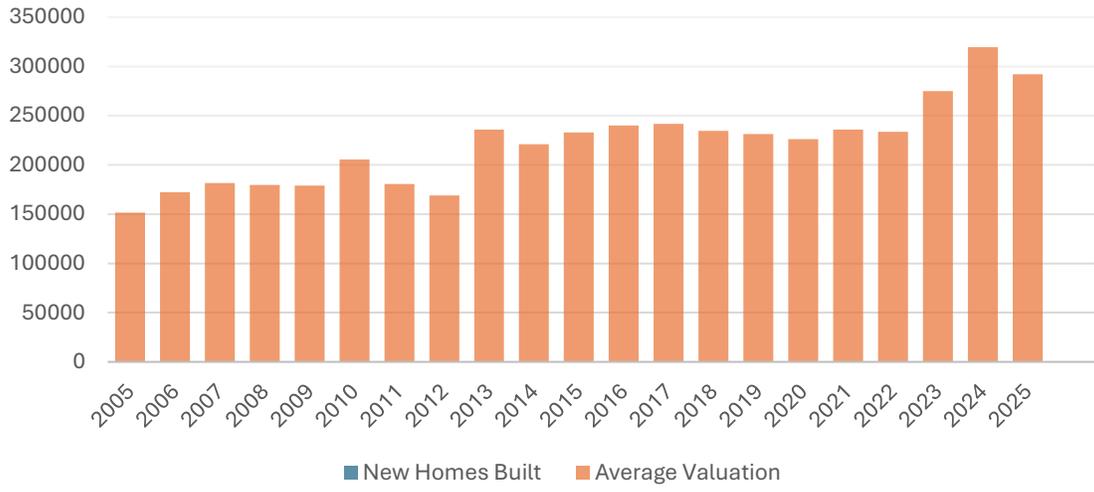
**NEW HOME / MULTI-FAMILY UNIT PERMITS
ISSUED IN THE CITIES OF SHERBURNE COUNTY**

CITIES	NEW SINGLE-FAMILY HOMES	MULTI-FAMILY UNITS
BALDWIN	23	0
EAST ST. CLOUD	1	0
PRINCETON	7	0
ZIMMERMAN	32	0
BECKER	12	12
CLEAR LAKE	29	8
BIG LAKE	38	0
ELK RIVER	93	0
TOTALS	235 New Homes	20 Units

NEW HOME PERMITS



AVERAGE NEW HOME VALUATION



SHERBURNE COUNTY
RECORDED PLATS
TOWNSHIPS ONLY

1975	3 PLATS	-	10 Residential lots 3 (COMMERCIAL LOTS)	2003	47 PLATS	-	531 Residential lots 10 (COMMERCIAL LOTS)
1976	6 PLATS	-	143 Residential lots	2004	57 PLATS	-	579 Residential lots 6 (INDUSTRIAL LOTS)
1977	8 PLATS	-	149 Residential lots	2005	46 PLATS	-	406 Residential lots
1978	7 PLATS	-	174 Residential lots	2006	30 PLATS	-	404 Residential lots
1979	12 PLATS	-	227 Residential lots	2007	20 PLATS	-	187 Residential lots 21 (COMMERCIAL LOTS)
1980	4 PLATS	-	106 Residential lots	2008	11 PLATS	-	23 Residential lots
1981	1 PLAT	-	4 Residential lots	2009	5 PLATS	-	5 Residential lots
1982	2 PLATS	-	21 Residential lots	2010	4 PLATS	-	8 Residential lots
1983	1 PLAT	-	49 Residential lots	2011	7 PLATS	-	10 Residential lots 1 (INDUSTRIAL LOT)
1984	3 PLATS	-	18 Residential lots	2012	5 PLATS	-	5 Residential lots
1985	6 PLATS	-	44 Residential lots	2013	3 PLATS	-	3 Residential lots
1986	5 PLATS	-	72 Residential lots	2014	10 PLATS	-	18 Residential lots 3 (COMMERCIAL LOTS)
1987	8 PLATS	-	133 Residential lots	2015	9 PLATS	-	25 Residential lots
1988	8 PLATS	-	131 Residential lots	2016	4 PLATS	-	16 Residential lots 2 (INDUSTRIAL LOTS)
1989	7 PLATS	-	75 Residential lots	2017	9 PLATS	-	28 Residential lots
1990	9 PLATS	-	69 Residential lots 3 (COMMERCIAL LOTS)	2018	13 PLATS	-	53 Residential lots
1991	5 PLATS	-	73 Residential lots	2019	18 PLATS-	-	151 Residential lots
1992	10 PLATS	-	168 Residential lots	2020	10 PLATS-	-	36 Residential lots
1993	21 PLATS	-	303 Residential lots	2021	21 PLATS-	-	87 Residential lots
1994	14 PLATS	-	260 Residential lots	2022	12 PLATS-	-	56 Residential lots
1995	34 PLATS	-	268 Residential lots	2023	20 PLATS-	-	49 Residential lots
1996	68 PLATS	-	487 Residential lots 30 (COMMERCIAL LOTS)	2024	11 PLATS-	-	55 Residential lots
1997	54 PLATS	-	517 Residential lots	2025	8 PLATS-	-	31 Residential lots
1998	38 PLATS	-	612 Residential lots				
1999	52 PLATS	-	523 Residential lots 2 (COMMERCIAL LOTS)				
2000	43 PLATS	-	383 Residential lots 17 (COMMERCIAL LOTS)				
2001	46 PLATS	-	446 Residential lots 4 (COMMERCIAL LOTS)				
2002	54 PLATS	-	461 Residential lots 3 (INDUSTRIAL LOTS) 1 (COMMERCIAL LOTS)				

**SHERBURNE
2025 PLATTED/UNPLATTED ACRES
TOWNSHIPS ONLY**

TOWNSHIP	# PLATS RECORDED IN 2025	# PLATTED LOTS	ACRES PLATTED	ACRES ANNEXED	TOTAL PLATTED ACRES	TOTAL UNPLATTED ACRES	% OF ACRES PLATTED
BECKER	2	11	42	0	5,084	28,296	15%
BIG LAKE	2	2	12	0	6,334	19,364	25%
BLUE HILL	0	0	0	0	2,377	20,975	10%
CLEAR LAKE	0	0	0	0	1,450	22,000	6%
HAVEN	0	0	0	0	1,338	20,381	6%
LIVONIA	3	17	68	0	5,863	14,440	29%
ORROCK	0	0	0	0	3,765	19,449	16%
PALMER	1	1	6	0	1,418	21,920	6%
SANTIAGO	0	0	0	0	1,353	22,001	6%
TOTALS	8	31	128	0	28,982	188,826	16%
	Plats Recorded in 2025	Lots Platted in 2025	Acres Platted in 2025	Acres Annexed in 2025	Total Platted acres in Sherburne	Total Unplatted acres in Sherburne	% of Acres Platted



AGENDA ITEM

Orrock Town Board

Prepared By: <i>Shelley Erickson, Clerk</i>	Meeting Date: <i>02/25/2026</i>	Regular Agenda Item	Item No. 7B
Item Description: <i>Annual Meeting Agenda</i>	Reviewed By: N/A		
	Reviewed By: Shelley Erickson/Chair		

ACTION REQUESTED

Make any additions or changes to the agenda.

BACKGROUND/DISCUSSION

*The township annual meeting is on March 10, 2026 at 7PM. The annual meeting agenda is attached.
This agenda has been pretty standard throughout the past years.*

ATTACHMENTS

2026 Annual Meeting Agenda

TOWN OF ORROCK

Annual Meeting

Tuesday - March 10, 2026 – 7:00PM

1. Clerk Call meeting to order and Pledge of Allegiance
2. Clerk/Electorate Call for Nominations to Elect the Annual Meeting Moderator
*The moderator must be able to meet with the clerk at a date to be determined to sign the draft meeting minutes
3. Electorate Motion to approve 2026 Annual Meeting Agenda
4. Moderator Call for Motion to dispense with the reading of 2025 Annual Meeting Minutes
5. Moderator Call for Motion to Approve 2025 Annual Meeting Minutes
6. Treasurer Board of Audit Report/Financial Report
Motion to waive reading of all checks written and received, read just a synopsis (recommended)
7. Clerk/Treasurer 2024 External Audits Report
8. Clerk Overview 2025
9. Clerk Big Lake and Zimmerman Fire Report
10. Road Committee Roads Report

- i. 2025 Report of Levy and Receipts
- ii. 2025 Report of Total Road Expenditures
- iii. Pavement Management Plan Update
- iv. 2025 Report of Road Maintenance Activities
- v. 2026 Road Projects

11. Treasurer Presentation of the Proposed 2027 Tax Levy
(as recommended at the February Regular Meeting)

General Fund	\$ 105,000
Road & Bridge	\$900,000
Fire	\$150,000
Capital	<u>\$ 0</u>
Total	\$1,155,000(2.7% increase from 2026)

12. Call for business from the floor

This is the time for the electorate to give their input on current business, suggestions for future business and concerns. Note that the board of Supervisors will take this information into consideration, as they make decisions during the year.

13. Approval of the 2027 proposed Tax Levy (MS 365.10)

14. Set date, time and location for the 2027 Annual Meeting.

(Meeting must be held the second Tuesday of March – MS 365.51 - (March 9, 2027)

15. Announcements

16. Motion to Adjourn or Recess the Annual Meeting to a specific date, time and location, for the purpose of certifying the Levy to the County Auditor prior to September 30, 2026 deadline (Minn. Stat. § 275.065, subd. 1).

(Suggested continuation date is 7:00PM September 23, 2026, prior to Regular Board meeting, at the Orrock Town Hall)

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

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



AGENDA ITEM

Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>02/25/2026</i>	Regular Agenda Item	Item No. 7C
Item Description: <i>Annual Meeting Notice</i>	Reviewed By: N/A		
	Reviewed By: Shelley Erickson		

ACTION REQUESTED

Ratification of Annual Meeting Notice ads.

BACKGROUND/DISCUSSION

Clerk placed the ads for the upcoming Annual Meeting in the Patriot Newspaper. The notices will be published on February 21st and February 28th, 2026.

ATTACHMENTS

Annual Meeting Notice Draft

NOTICE OF ANNUAL MEETING

Notice is hereby given to the qualified voters of the Town of Orrock, County of Sherburne, State of Minnesota, the Annual Town Meeting will be held on Tuesday, March 10, 2026
7:00 PM at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, MN 55309
In case of severe weather, which warrants the closing of schools in Big Lake, the meeting may be postponed until Tuesday, March 17, 2026 at 7:00 PM.

/s/ Shelley Erickson
Orrock Township Clerk

(Published 2/21/2026 and 2/28/2026)



AGENDA ITEM
Orrock Town Board

Prepared By: Shelley Erickson , Clerk	Meeting Date: 02/25/2026	Regular Agenda Item	Item No. 7D
Item Description: Sheriff's Press Release	Reviewed By: N/A		
	Reviewed By: Shelley Erickson		

ACTION REQUESTED

Information

BACKGROUND/DISCUSSION

The Sheriff asked us to share this information. It has been posted inside and outside of our building and on our website. We also shared the information on the Orrock Township Forum FB pages.

Sherburne County residents, community leaders, business owners, area agencies and organizations now have an opportunity to share how severe weather events impact their property and lives. Please provide your feedback here: [Hazard Mitigation Feedback Form](#). There will be additional opportunities for public feedback throughout the planning process. A draft of the plan will be made available for public review prior to submission of the plan to the State of Minnesota. Future news releases will be shared with the media to notify the public of these opportunities.

ATTACHMENTS

Press Release



Sherburne County Sheriff's Office

"Commitment to Service with Integrity and Pride"

Feb. 3, 2026

SEEKING PUBLIC INPUT ON HAZARD MITIGATION PLAN

Sherburne County residents, community leaders, business owners, area agencies and organizations now have an opportunity to share how severe weather events impact their property and lives. There is also an opportunity to share their ideas on how to reduce local impacts in the future.

The Sherburne County Office of Emergency Management is working with U-Spatial at the University of Minnesota-Duluth to update the county's Hazard Mitigation Plan (HMP). The plan assesses the natural hazards that pose risk to the county, such as flooding, tornadoes, windstorms, winter storms, extreme temperatures, wildfire, and drought. The plan further identifies local vulnerabilities and ways to minimize damage from future events. As the county works to update the plan, it wants to hear from the public.

The Sherburne County HMP is a multi-jurisdictional plan that covers Sherburne County, including all cities and townships within the county. The Sherburne County HMP also incorporates the concerns and needs of school districts, watershed districts, and other related agencies, organizations, or businesses participating in the planning process. The plan will be updated by a planning team made up of representatives from county departments, local municipalities, and other key stakeholders. When completed, the plan will be submitted to the Minnesota Department of Homeland Security and Emergency Management and the Federal Emergency Management Agency (FEMA) for approval.

"Hazard mitigation planning is a central part of our emergency management program," said Derek Baas, Sherburne County Emergency Management Deputy Director. "Understanding the natural hazards that can cause serious impact to our communities and taking action to reduce or eliminate the impact of future disasters makes us more resilient. Hazard mitigation helps us to break the cycle of damage and repair caused by things like flooding, ice storms, and severe wind events that can damage property, stress economies, and threaten life safety in our county."

Examples of hazard mitigation include:

- Conducting public outreach on severe weather awareness and preparedness
- Improving stormwater management systems to better handle high-rain events
- Removing existing buildings from flood or erosion prone hazard areas
- Increasing defensible space around homes in high-risk wildfire areas

SHERIFF'S OFFICE
COUNTY GOVERNMENT CENTER
13880 Business Center Drive
Elk River, MN 55330-1692

Office: (763) 765-3500
Toll-Free: (800) 433-5245
Fax: (763) 441-7303
Email: sheriff@co.sherburne.mn.us



- Constructing tornado safe rooms in vulnerable areas such as mobile home parks
- Burying overhead powerlines that may fail due to heavy snow, ice, or windstorms

Some mitigation activities may be eligible for future FEMA Hazard Mitigation Assistance grant funding. As part of the planning process, gathering input from the public is an important and required step. Residents of cities and townships, local businesses, and other stakeholders are encouraged to share feedback on the following to incorporate into the plan:

- **What are the natural hazards you feel pose the greatest risk to your community?**
- **Are there specific populations or assets in your community that you feel are more vulnerable to future storm events?**
- **What concerns do you have, and what sorts of actions do you feel would help to reduce damages of future hazard events in your community or the county as a whole?**

To provide your feedback, please contact Sherburne County Emergency Management or find the feedback form here: <https://tinyurl.com/ykj7mh6e>

There will be additional opportunities for public feedback throughout the planning process. A draft of the plan will be made available for public review prior to submission of the plan to the State of Minnesota. Future news releases will be shared with the media to notify the public of these opportunities.

The Federal Disaster Mitigation Act of 2000 (DMA 2000) requires counties to update their plan every 5 years to maintain eligibility for FEMA's Hazard Mitigation Assistance (HMA) grant programs.

Contact

Derek Baas
Sherburne County Emergency Management Deputy Director
Phone: 763-765-3508
Email: Derek.Baas@co.sherburne.mn.us



AGENDA ITEM

Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>02/25/2026</i>	Regular Agenda Item	Item No. 7E
Item Description: <i>Ann Lake Club, Loon Nesting Sign</i>		Reviewed By: N/A	
		Reviewed By: Shelley Erickson	

ACTION REQUESTED

TBD

BACKGROUND/DISCUSSION

The Ann Lake Club Association has received signs for Loon Nesting areas. They should be posted at the Ann Lake Landing by the end of March. This is to keep visiting boats informed and hopefully more cautious of loon nesting areas and baby loons. There have been several years where boats have run over the young and killed them.





AGENDA ITEM

Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>02/25/2026</i>	Regular Agenda Item	Item No. 7F
Item Description: <i>Big Lake Food Shelf</i>	Reviewed By: N/A		
	Reviewed By: Shelley Erickson		

ACTION REQUESTED

TBD

BACKGROUND/DISCUSSION

The Big Lake Community Food Shelf will need a new home. It has been housed by the city of Big Lake for 30 years, but will need to find a new space by May 2027. They are reaching out to all area groups, businesses, and individuals who may be interested in helping secure the future of the food shelf in our area.

They currently have about 2500 square feet plus a walk-in cooler/freezer that is attached to the building outside. It is an 18'x10' cooler/freezer. They are looking for a minimum of 3000 sq. feet - currently they have one office, a storage closet, and the rest is an open floor plan.

ATTACHMENTS

Letter from Big Lake Community Food Shelf



1/29/2026

Orrock Township Council

Dear Council Members,

The Big Lake Community Food Shelf has been housed in the Big Lake City Hall building for the past 30 years. I found an article stating that the food shelf was started on October 16, 1995 in the old Senior Citizen's building, and moved into the current location in March of 1996. This has been a major benefit for our community over all these years, helping our neighbors put food on the table and ensuring that no-one in the Big Lake and surrounding community has to go hungry.

Due to the planned new city hall building, we have been informed that we will need to vacate the current building by May 2027. We are working hard to make plans to move forward and find a way to continue to provide this much needed service here in the Big Lake area.

This is a major challenge for the food shelf moving forward. Our lease with the city was for \$1 per year, so we are facing uncharted territory, but we are committed to ensuring that we continue to provide the much-needed services of the food shelf. Currently, we are looking at all options. We have discussed the possibility of leasing a building, building a building, or purchasing a building. We would like to ask the council if there is any land or building available owned by the township at this time? We would love to partner with you to ensure that the food shelf can continue to provide for all of our neighbors in need.

Thank you in advance for your consideration on this matter. I would be happy to set up a tour of the food shelf for any interested council members and answer any questions you may have. Please feel free to contact us if you have any questions.

Sandy McClurg

Sandy McClurg, Director

Cell: 651-983-0185

Office: 763-263-2432

director@blcfs.org

Tom Pietrzak, Board Chair

Cell: 763-263-0395

tom.pietrzak@taylor.com



AGENDA ITEM

Orrock Town Board

Prepared By: Shelley Erickson	Meeting Date: 02/25/2026	Regular Agenda Item	Item No. 7G
Item Description: Participation in 2026 Recycle Day and Participation Agreement - Maximum Grant Amount \$7,410	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. The event is May 16th, 8am – 12pm. Big Lake will need two people to volunteer to work that day.

FINANCIAL IMPACT

Maximum grant amount this year is \$7,410. Net cost to the township for recycle day participation last year was \$1,045.41. Besides the \$8,000 in grant money, we received an additional reimbursement of \$2,602.42 in October 2025. 50 Orrock Township residents participated in the recycle day event last year.

ATTACHMENTS

2026 Recycle Day Agreement
Sherburne Co. Memo & Application
Event Information

2026 RECYCLING DAY APPLICATION

This application shall be completed by Cities and Townships who wish to operate a 2026 “Recycling Day” event in Sherburne County. Applications shall be submitted to the Sherburne County Zoning Department prior to **February 28, 2026**, to be considered eligible.

APPLICANT INFORMATION

Orrock Township	Grant Amount: \$ 7,410.00
------------------------	----------------------------------

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, 2026**.

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)	<i>List Other Items Here:</i>	

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

**Agreement for Participation in the
Town of Big Lake, City of Big Lake, and Orrock Township
Recycle Day Event**

ORROCK TOWNSHIP agrees to participate in the 2026 Joint Recycle Day on:

Saturday, May 16, 2026
Gates Open 8:00AM to 12:00PM
Big Lake Township Maintenance Bldg.
20150 166th St. NW
Big Lake, MN 55309

Orrock Township will provide **two (2) people to work at the 2026 Joint Recycle Day Event, on Saturday May 16, 2026, from 7:30AM to approximately 1:00PM.** Workers will be assisting with traffic control into and out of the event facility and checking in customers and collecting payments. Physical demands include standing and walking on an uneven surface. If the city is unable to fulfill the labor obligation; the city will be invoiced for hiring of necessary labor. Name and contact information, including home address, email address, and phone number, for the two (2) individuals must be received by the Big Lake Town Clerk no later than April 17, 2026.

Orrock Township agrees to pay in full, within 30 days of receipt, an invoice from the Town of Big Lake (Big Lake Township), for Orrock Township's portion of the 2026 Joint Recycle Day event.

The total cost of vendor/hauler services, supplies, and administrative costs of the 2026 Joint Recycle Day event will be divided between each participating agency and will be based on their resident participation.

By signing this agreement, Orrock Township agrees to all items listed above.

Signature

Printed Name

Date

Return this signed agreement no later than March 27, 2026.

2026 RECYCLING DAY

Saturday, May 16

Gates Open 8AM – NOON

Town of Big Lake Maintenance Bldg. - 20150 166th St. NW

ONLY ITEMS LISTED WILL BE ACCEPTED

- Large Appliances/Gas Grills \$15/ea
- Small Corded Appliances/Tools \$10/ea
- Exercise Equipment \$15/ea
- Tube Televisions/Monitors \$25/ea
- Rear Projection/Wood Console TVs \$50/ea
- Computers & Electronics \$15/ea
- Tires **REMOVED FROM RIMS**
 - Passenger \$5/ea
 - Commercial Truck \$25/ea
 - Tractor \$75/ea
- **ON RIM FEE \$15/ea**
- Lawn Mowers/Lawn Tractors \$15/ea
- Snow Throwers/Snowmobiles
2-cycle Engines **FLUIDS DRAINED**
- **DRAINING FEE \$15/ea**
- CFL & LED Bulbs (LIMIT 20) \$1/ea
- Ballasts (LIMIT 10) \$1/ea
- Propane Tanks
 - 20# \$10/ea
 - 1# \$1/ea

FREE ITEMS

- Scrap Metal & Vehicle Batteries

Cash OR Check ONLY

Checks Payable to: "TOWN OF BIG LAKE"

Non-Sufficient Funds checks will be charged a service fee of \$30. An invoice will be mailed.

RESIDENTIAL ONLY

- DONATE GENTLY USED ITEMS TO LOCAL CHARITABLE ORGANIZATIONS
- DISPOSE OF WELL USED ITEMS IN YOUR TRASH
- CALL YOUR WASTE HAULER TO PICK UP LARGER WELL USED ITEMS
- **NO AMMONIA/GAS REFRIGERATORS**

WATCH YOUR MAIL FOR EVENT FORMS

**CALL FOR MORE INFORMATION
763-263-8111**

RECYCLE DAY PARTNERS



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>02/25/2026</i>	Regular Agenda Item	Item No. 7H
Item Description: <i>Sherburne County Assessor Video Information</i>		Reviewed By: N/A	
		Reviewed By: Shelley Erickson	

ACTION REQUESTED

None needed

BACKGROUND/DISCUSSION

Michelle Moen, our Sherburne Co. Assessor, asked that we let everyone know that there is a video available on their Assessor's webpage for the public to view. This video educates the public on the role of the Assessor. She wants especially to encourage property owners with questions to review this video.

It can be viewed on the Sherburne County Assessor YouTube page:

<https://www.youtube.com/watch?v=GWC2YeKNSs4>

Reminder: Orrock Township's Local Board of Appeal and Equalization meeting will be held April 8th at 6pm.



AGENDA ITEM
Orrock Town Board

Prepared By: Shelley Erickson , Clerk	Meeting Date: 02/25/2026	Regular Agenda Item	Item No. 71
Item Description: BLFD Contract	Reviewed By: N/A		
	Reviewed By: Shelley Erickson		

ACTION REQUESTED
Discuss/Action

BACKGROUND/DISCUSSION

Members of the Big Lake Fire Department committee met with the BLFD board on February 17th, 2026 to review the upcoming contract for 2027. There were a few items that needed to be clarified with regards to the cost and need to be discussed with our board.

ATTACHMENTS

- BLFD Contract
- 2026 Payment Calculations w/Correction
- 2027 Payment Calculations



AGENDA ITEM
Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>02/25/2026</i>	Regular Agenda Item	Item No. 8A
Item Description: <i>Proposed "Hamlet District"</i>	Reviewed By: <i>N/A</i>		
	Reviewed By: <i>Shelley Erickson</i>		

ACTION REQUESTED

Discussion

BACKGROUND/DISCUSSION

The purpose of this memo is to provide our townships with "Hamlets" an opportunity to provide feedback on guidance that we received from the Sherburne County Steering Committee on January 13th and at the January 15th Planning Commission meetings on the following topics:

- Multi-family housing
- Setbacks
- Mix use

ATTACHMENTS

Hamlet District Proposal and Memo



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

MEMORANDUM

Date: 2/4/2026
To: Orrock Township Clerk
From: Mitch Glines, Sherburne County Senior Planner
Subject: Proposed "Hamlet District"

The purpose of this memo is to provide our townships with "Hamlets" an opportunity to provide feedback on guidance that we received from the Sherburne County Steering Committee on January 13th and at the January 15th Planning Commission meetings on the following topics:

- Multi-family housing
- Setbacks
- Mix use

Included with this memo is a summary of current rules and policies, summary of recommendations from the steering committee and topics for discussion for your Town Board. The following attachments are meant to support this memo and your discussion:

- A. An excerpt from the 2040 Comp Plan Future Land Use Map showing the Hamlet District boundary with parcel lines.
- B. 2040 Comp Plan Policy # 14 (Hamlets) outlining the strategies for the Hamlets
- C. Draft of the Hamlet Zoning District Ordinance and Land Uses Matrix.

Current Hamlet District Regulations and Policy:

Under the County's Zoning Ordinance, the Hamlets of Palmer, Orrock and Santiago have several different Zoning Districts that govern their development. The Sherburne County 2040 Comprehensive Plan moved forward with a new Land Use Designation called Hamlet Mixed Use. Provided below are excerpts from the Comp Plan that is being used to guide our updates to the Zoning Ordinance.

Comprehensive 2040 Land Use Plan & Designations

Hamlet Mixed Use: This designation is intended to capture areas consisting of existing and future residential, commercial, and light industrial development in areas known as "Hamlets." The term "Hamlet" is referred by planners and demographers as an unincorporated place with a population less than 250 residents. In this Plan, Hamlet is referred to as the commercial center(s) of Orrock, Palmer, and Santiago Townships. The County supports the expansion of these areas in a contiguous manner. Development in and around these areas should consist of smaller residential lots, higher density residential uses (duplexes and townhomes), and business/commercial uses that support area residents. (See enclosed attachment A)

Comprehensive Land Use Plan Policy #14

"It is the County's policy to provide a greater flexibility in land uses in Hamlets to support the existing town needs and anticipated future needs for the residents of these communities." (See enclosed attachment B)

Comprehensive Land Use

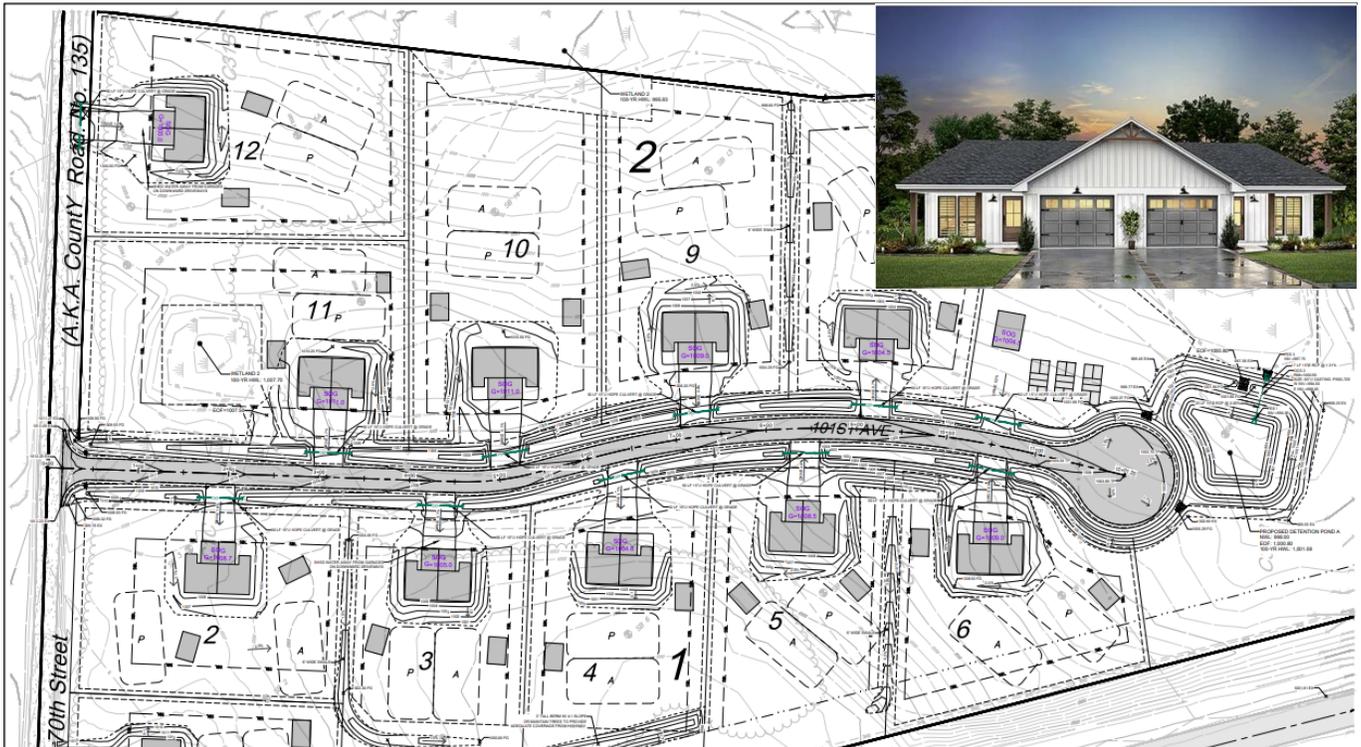
Lifecycle Housing *"identified as a range of housing types—apartments, townhomes, and single-family homes—that meet the needs of residents at different life stages, from young renters and first-time buyers to families and seniors"* was a high priority in the Comprehensive Plan in the Hamlets.

Current Zoning

The primary zoning districts for the Hamlets are Commercial, but portions are in the Industrial, General Rural and Agricultural Zoning District.

Steering Committee Discussion/Recommendation:

The steering committee's discussion around the hamlets focused on ways to promote mixed-use (housing and businesses) while creating the opportunity to address the need for life cycle housing. It was stressed these are unique areas in Sherburne County where small lot size along with the ability to explore multi-family housing like townhomes should be explored. With the new zoning district "Hamlet District", it will allow for more flexibility for housing which could allow townhomes or other alternatives to support the concept of "Lifecycle Housing". This would allow the residents to continue to live in their townships with a more manageable housing option. Depending on the lot size for the townhomes, they would have a "shared septic system" meaning each unit would have their own septic tank and would share a septic drainfield. Each unit would also have its own well. An example below shows the development of townhomes in Princeton Township where each lot is 1.25 acres (.625 acre for each townhome).



The "Hamlet District" could also allow for smaller single-family lot size with reduced setbacks that would allow the residence to be closer to the road right-of-way than the typical 67ft. A single-family lot size could be 1 acre or less to accommodate an accessory building and two septic locations as required by state rule 7080.

Setbacks in the Hamlet District were also discussed. Shorter road setbacks, which involve placing buildings, homes, or infrastructure closer to the street, offer significant benefits in planning, sustainability, and community design. These benefits range from reducing environmental impact through lower impervious surface area to improving urban aesthetics and increasing housing density. Although County State Aid-Highways are in the Hamlet Districts, the speed limit on these highways is 30 mph which could allow for buildings to be closer to the highways than what is allowed today (70ft to right-of-way, 130ft to centerline of road).

Items for Consideration by the Towns Board for the new “Hamlet Zoning District”:

1. Does your township support the concept of multi-family housing (townhomes/patio homes) in the Hamlet District?
2. Does your township support the new Hamlet District allowing for mixed uses (housing and businesses)?
3. Does your township support reducing the setbacks in the Hamlet District?

If you or the Town Board would like to discuss this in greater detail or if you have additional questions you are welcome to contact me 763-765-4466 or by email mitch.glines@co.sherburne.mn.us.

Next Steps:

Our plan is to introduce the Zoning and Subdivision Ordinances Update to the townships in March to review the draft ordinance and to the Planning Advisory Commission on April 16, 2026 then hold the public hearing for its formal review on May 21, 2026. Following the March public hearing, staff will bring the recommendations from the Planning Advisory Commission to be heard by the County Board of Commissioners on June 16, 2026

If Town Board wishes to make a formal comment on the proposed Hamlet Zoning District, please return the enclosed comment form to my attention.



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

Township Comment Form

Please return to mitch.glines@co.sherburne.mn.us

Date: _____

Township: _____

Proposed Ordinance: *Hamlet District*

Question for Town Board: Does your township support the concept of multi-family housing (townhomes/patio homes) in the Hamlet District?

Yes

No

Comments or Questions: _____

Question for Town Board: Does your township support the new Hamlet District allowing for mixed uses (e.g. housing and businesses)?

Yes

No

Comments or Questions: _____

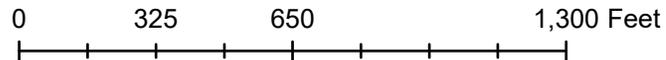
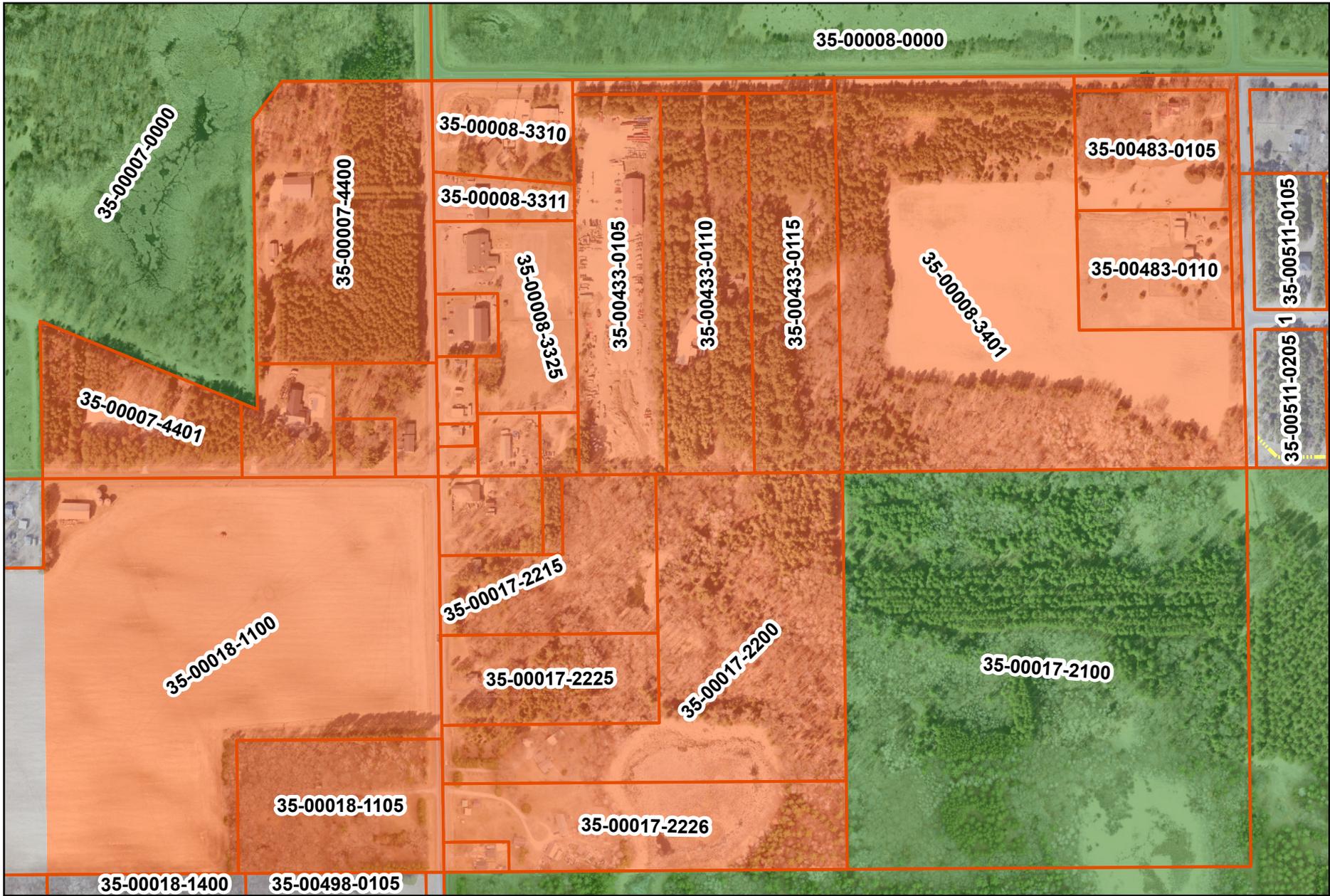
Question for Town Board: Does your township support reducing the setbacks in the Hamlet District (see Attachment C)

Yes

No

Changes Needed (please specify)

Comments or Questions: _____



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\OneDrive\Desktop\Permit Review2.mxd
Map Created: 12/2/2024



HAMLETS



INTRODUCTION

The term “Hamlet” is referred by planners and demographers as an unincorporated place with a population less than 250 residents. In this Plan, Hamlet is referred to as the commercial center(s) of Orrock, Palmer, and Santiago Townships. The challenge for these Hamlets has been to provide a population large enough for local businesses to be economically self-sustaining.

STRATEGIES

Greater flexibility should be provided in and around Hamlets to support a variety of housing and business opportunities. A stronger concentration of people will support the viability of businesses and encourage reinvestment in the area.

The County may want to consider creating design standards for the existing Hamlets that foster a stronger “sense of place” and guide development in a sustainable manner. Design standards can be used as a guide or implemented by adopting an overlay zoning district. The purpose of an overlay district is to establish more specific design regulations for specific areas. Overlay district regulations are in addition to the requirements of the underlying or base zoning district. An overlay district typically provides requirements (or incentives) intended to preserve the character of an area.

Design guidelines/strategies to consider include:

- **Zoning:** Build upon zoning requirements to allow greater flexibility for new uses to occur in and around Hamlets.



POLICY STATEMENT 14

It is the County’s policy to provide a greater flexibility in land uses in Hamlets to support the existing town needs and anticipated future needs for the residents of these communities.

Applicability: Hamlets

- **Site Intensity:** Maximize a site’s capacity to achieve greater lot coverage and densities, while providing ample space for primary and secondary septic and landscaping treatments.
- **Housing Options:** Use infill or development sites to expand the mix of housing in Hamlets (e.g., row/townhouses, affordable units, live-work units, and senior living).
- **Building Transition:** Require site designs that provide the appropriate transition between residential neighborhoods and commercial uses.
- **Building Placement:** Explore building placement to allow reduced setbacks from right-of-ways to reinforce streetscapes and continuous storefronts.
- **Building Materials:** Require building materials and architectural characteristics that create neighborhood character and recognize the history of the area.
- **Pedestrian Experience:** Create a pedestrian-oriented environment by prioritizing the available space for contiguous sidewalks or trails with safe street crossings.
- **Landscaping:** Incorporate landscaping and aesthetics to all new developments and transportation improvements.

7.2 LAND USE TABLE

7.2.1 The following permitted, conditional, interim uses are set forth in the table below, organized by general use types and zoning district. Said table and all the notations, references, and other information shown thereon shall have the same force and effect as if fully set forth herein and thereby made a part of this Ordinance by reference.

7.2.2 Uses which were legally existing uses as of _____2025, the date of adoption of the this Ordinance. Any expansion, intensification of use, additions or rebuilding of structures, except as those permitted by existing special use permits, relating to such businesses will require the issuance of a conditional use permit.

Use Type	A	GR	UE	H	C	LI	HI	SR
Accessory Dwelling Unit (ADU)(See Section 26.20)	P	P	P	P				P
Accessory Structures (See Section 26.10)	P	P	P	P	P	P	P	P
Activities Requiring Rural Isolation	C	C						
Agricultural Uses	P	P	P	P	P	P	P	
Aircraft Landing Strip, Private	C	C						
Airport, Public	C	C						
Aquaculture	I	I						
Arcade / Indoor Recreation				P	P			
Arena's, Stables and Riding Academy	C	C						
Asphalt & Concrete Mixing Plants, Portable	I	I				I	I	
Auctions	I	I		I	I	I		
Automobile, Boat and Farm Implement Sales			I	C	C			
Automobile Mechanical and/or Body Repair				I	I	I		
Bed and Breakfast	I	I	I	I				
Bus Service						P		
Campgrounds, Recreational	I							
Cannabis Cultivation (Indoor)	I	I	I	I	I	I	I	
Cannabis Cultivation (Outdoor)	P	P	P		P	P	P	
Cannabis Delivery	P	P	P	P	P	P	P	
Cannabis Events	I	I	I	I	I	I	I	
Cannabis Manufacturing			I		I	P	P	
Cannabis Medical Combination (Cultivate or Manufacture)	I		I	I	I	P	P	
Cannabis Medical Combination (Retail)			I	P	P	I		
Cannabis Mezzobusiness (Cultivate or Manufacture)	I		I		I	P	P	
Cannabis Mezzobusiness (Retail)			I		P	I		
Cannabis Microbusiness (Cultivate or Manufacture)	I	I	I	I	I	I	I	
Cannabis Microbusiness (Retail or On Site Consumption)			I	P	P	I		
Cannabis Testing Facility					I	P	P	
Cannabis Transporter	P	P	P	P	P	P	P	
Cannabis Wholesale				I	I	P	P	
Car Wash			C	C	C			
Cemeteries/ Graveyards	C	C	C	C				
Clinic / Medical /Dental Office				P	P			
Commercial Development			C					

All Conditional uses of the Industrial District except single-family housing								C
Contractor's Yard (Small)	I	I				P		
Contractor's Yard (Medium)	I	I				P		
Contractor's Yard (Large)						I	I	
Craft beverage Production				I	P			
Data Centers / Server Farms						C	C	
Docks, Temporary		P	P					
Duplex				C				
Event Venue / Banquet Hall/ Club/Community Center	C	C		C	C			
Farmers Market/Produce stands (Temporary or Seasonal)				I	I			
Farm-Related Bunkhouse/Dwelling	C	I						
Farm-Related Business	I	I						
Feedlots (Tier 1)	P	P						
Feedlots (Tier 2 5)	C	C						
Financial Institution / Bank				P	P			
Fitness Center / Gym				P	P	P		
Food Processing (Non-slaughter)				C		C	P	
Food Trucks, Mobile Vendors				P	P			
Forestry Uses	P	P						
Game Refuge (Private)	C	C						
Gas Station				C	C			
Golf-courses, Mini-Golf	C	C	C		C			
Grading, Filling or Excavating (Temporary)	P	P	P	P	P	P	P	
Grain Elevators	C	C					P	
Greenhouses	C	C		C	P			
Grocery / Convenience Store				P	P			
Heavy Equipment Storage / Repair						I	I	
Historical Sites	C	C	C	C	C			C
Home Business in an Accessory Building	I	I	I					I
Home Occupation	P	P	P	P				P
Hotel			P		P			
Industrial Use			C					
Kennels Per Ord 134	P	P	P	P	P			
Landscape nursery, garden store	I		C	I	P			
Laundromat / Dry Cleaning				I	I			
Licensed Daycare Facility (≤12 persons)	P	P	P	P	P	P	P	P
Licensed Daycare Facility (13- 16 persons)				C				
Licensed Group Family Daycare (≤14 children)	P	P	P	P	C	C	C	P
Licensed Residential Facility (≤6 persons)	P	P	P	P				P
Licensed Residential Facility (7- 16 persons)				C				
Light Industry (General)				C	C	P	P	
Logistics / Distribution Hubs						C	C	
Manufactured Home (Farm Related Seasonal, year-round)	I	I						
Manufactured Home (General)	P	P	P	P				
Manufactured Home (Temporary Family)	I	I						I
Manufacturing (General)						P	P	
Mining, Gravel Pits	I	I	I			I	I	
Motel					I			
Motor Sport Facilities, Motor Sport Use	I	I				C	C	
Occasional Special Event	I	I	I	I	I	I		I
Offices – Professional/General				P	P	P	P	
Parks / Open Space	P	P	P	P	P	P	P	C

Pawnbroker				C	C			
Permitted uses of the Industrial District							P	
Personal Services				I	I			
Personal Storage Structure	C	C						
Places of Worship	C	C	C	C				
Power Generation Plant (Commercial)							C	
Public Accesses (Trail / Boat Launch)	P	P	P		P	P	P	
Public Facility	C	C	C	P	C	C	C	
Radio Facility					C			
Recreational Activity	I	I						
Recycling (Hazardous)							C	
Recycling (Non-Hazardous)						C	C	
Research and Development Operations						P		
Restaurant and cafes (no alcohol sales)				I	P	P		
Restaurant (with alcohol sales)				I	C	C	C	
Retail Sales				P	P			
Rural Tourism/Agritourism		I						
Sales or service businesses dealing with business, not retail, customers						P		
School (Public or Private)			C					
Seasonal or Temporary Business			I	I	I	I		
Sexually-oriented business (See Ordinance 037)							P	
Short-Term Rental <10 occupants	P	P	P	P	P			P
Short-Term Rental 11 or more occupants	I	I	I	I	I			I
Single-Family Dwelling	P	P	P	P	C	C		P
Slaughterhouse (See Section XXXXX)	P	I			I		C	
Solar Energy System (Private)	P	P	P	P	P	P	P	P
Solar Farm (Commercial)	I	I						
Solar Farm Related Business (Commercial)	I							
Storage Units (Commercial)				P	P	P	P	
Storage, Seasonal	I	I			P	P	P	
Storage, Accessory (Indoor)				I	P	P	P	
Storage, Accessory (Outdoor)	I	I			C	P	P	
Temporary Start-Up Business	I	I	I	I	P			
Temporary Tire, Waste Collection or Recycling Operation	I							
Temporary Use by Government Entities	I	I	I	I	I	I		
Tire Collection or Recycling							I	
Truck Terminals							P	
Theater / Cinema				P	P			
Tiny Homes	C	C	C	C				
Towers (<200 feet) (See Section 16.5)	P	P	P	P	P	P	P	P
Towers (up to 250 feet) (See Section 16.5)							C	
Tutoring / Learning Center				P	P	C		
Used Vehicles parts or Scrap Material Yards							I	
Utility Transmission Power Lines or Pipelines	C	C	C	C		C	C	
Veterinary Clinic	I	I		C	C			
Warehousing						P	P	
Waste Facility							C	
Wholesale Sales						P		
Wildlife Refuges (Public)	P		P					
Windpower (Commercial)	I							
Windpower Energy System (Private)	P	P			P	P	P	
Wrecker and Towing Services						I	I	
Yard Waste Composting	I	I						

SECTION 11 - HAMLET DISTRICT

11.1 PURPOSE

The purpose of the Hamlet District is to accommodate a mix of residential, small-scale commercial, civic, and light industrial uses that serve local needs and support life-cycle housing. Development within this district may occur at higher densities and with higher level of design. Hamlet districts are intended to function as rural nodes of activity without requiring municipal sewer or water infrastructure.

11.2 TOWNSHIP REVIEW REQUIRED

All proposed residential and commercial development within designated Hamlet districts shall be subject to formal review and comment by the applicable township prior to County approval. The purpose of this review is to ensure alignment with local priorities, infrastructure capacity, and rural character. Township input shall be considered during the site plan review and any discretionary approvals, including conditional or interim use permits.

11.3 ALLOWED USES

Permitted, Conditional, and Interim Uses within the Hamlet District shall be limited to those listed in the Land Use Table in Section 7.4. All other uses are prohibited in order to preserve the district's rural scale and function. Allowed uses must support local needs and remain compatible with the low-density residential, small-scale character of designated hamlet areas, including limited commercial and light industrial activities.

11.4 DIMENSIONAL REGULATIONS

Minimum Area	1-2 acres
Minimum Lot Width	100 feet, measured at the setback line
Minimum Lot Depth	150 feet
Maximum Residential Density	1 residence per lot 1 accessory dwelling unit per lot
Front Yard/Road Setback	Setback requirements based on road classification. See Road Setback Table located XX.XXX. Commercial driveway or parking area: 10 feet from R-O-W or easement of the public road
Side Yard Setback	10 feet (Single Family Residential) 0 feet (Center yard of Duplexes) 20 feet (Commercial) 50 feet (Commercial abutting existing housing outside of Hamlet District)
Rear Yard Setback	20 feet (Residential) 20 feet (Commercial) 50 feet (Commercial abutting existing housing outside of Hamlet District)
Other setbacks	50 feet: County Ditch Setback (from top of ditch bank and Septic System) 50 feet: Pipeline Easements/Right of Way
Maximum Height	Residential buildings: 35 feet Non-residential buildings: 50 feet
Maximum Building Depth Below Grade	Set lowest floor at Lowest Floor Elevation (LFE) or minimum one (1) foot above mottling, whichever is higher. If no LFE is established, set lowest floor minimum one (1) foot above mottling.
Impervious Surface	30% lot coverage 25% lot coverage in Shoreland District

11.5 ADDITIONAL REQUIREMENTS

- A. When a lot is located at the intersection of two or more roads or highway, there shall be a front yard setback on each road or highway side of the lot.
- B. Conservation design principles are encouraged to preserve open space and rural character, such as grouping of homes.
- C. Use of rain gardens, bioswales, and native landscaping in common areas is encouraged to manage stormwater.
- D. Shared driveways or joint access points are encouraged in Hamlet districts to reduce curb cuts, preserve rural character, and enhance pedestrian safety. Easements for shared access shall be recorded and maintained in perpetuity.

DRAFT



AGENDA ITEM
Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>02/25/2026</i>	Regular Agenda Item	Item No. 8B
Item Description: <i>TWP Soil Separation-Lot Size</i>	Reviewed By: N/A		
	Reviewed By: Shelley Erickson		

ACTION REQUESTED

Discussion

BACKGROUND/DISCUSSION

The purpose of this memo is to provide our townships with an opportunity to provide feedback on guidance that was received from the Sherburne County Steering Committee for the Zoning and Subdivision Ordinance on January 13, 2026. Items that will be covered in this memo relate to zoning and subdivision standards for lot size and soil separation. These topics were discussed at length at the January 15th Planning Commission meeting and they are now seeking your feedback.

ATTACHMENTS

TWP Soil Separation-Lot Size Info & Memo



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

MEMORANDUM

Date: 1/30/2026
To: Sherburne County Township Clerks
From: Mitch Glines, Sherburne County Senior Planner
Subject: Review Discussions from January 13th Steering Committee Meeting regarding the Sherburne County Zoning and Subdivision Ordinance

The purpose of this memo is to provide our townships with an opportunity to provide feedback on guidance that we received from the Sherburne County Steering Committee for the Zoning and Subdivision Ordinance on January 13, 2026. Items that will be covered in this memo relate to zoning and subdivision standards for lot size and soil separation. These topics were discussed at length at the January 15th Planning Commission meeting and we are now seeking your feedback on:

- The required soil separation for subdivided residential properties and
- Minimum residential platted lot sizes,
- 75% Wooded requirement.

Soil Separation for Subdivided Residential Properties:

Under the County's Zoning and Subdivision Ordinance all newly platted lots (2.5 acres in the General Rural and 5 acres in the Agricultural District) have a minimum of 40,000 sq. ft. of "Buildable Area." Developers must hire a MN Licensed Soil Scientist to demonstrate that the newly created lot has at least 40,000 contiguous sq. ft. of land with least 3ft of separation to the Seasonally High-Water Table(SHWT). This regulation was established in the County's Subdivision Ordinance in 1996. Provided below are the current County Comprehensive Land Use Plan Policy, County Ordinances and State Rules related to minimum buildable area and soil separation:

Comprehensive 2040 Land Use Plan Policy #26

It is the County's policy to support best practices and innovative solutions for handling septic systems that do not compromise the environment and can be maintained, repaired, and operated by the property owner.

Sherburne Subdivision Ordinance, [Section 11, Subdivision 4\(A\)](#):

- *In addition to meeting the buildable lot area requirements of the applicable zoning district, newly created lots for residential building purposes, where public sanitary sewer is not available, must have at least 40,000 contiguous square feet of the required minimum platted lot area at least three (3) feet above the highest known water table.*

Subdivision Ordinance [Section 11, Subdivision 4\(C\)](#), allows select townships to use alternate minimum building lot size requirements. Below are excerpts from this Subdivision.

- *Each lot must have 10,000 square feet of undisturbed and contiguous land that is at least eighteen (18) inches above mottling (SHWT)...*
- *A minimum of three (3) soil borings, one where the house will be located and one where each septic drain field will go...*
- *Each lot must have 5,000 square feet of contiguous land that is 36 inches above mottling. This may be accomplished by filling in non-wetland area...*

Zoning Ordinance, Section 7 (Agricultural) and Section 8 (General Rural) requires:

- *Buildable Lot Area No public or shared sewage treatment system 40,000 sq. ft.*
- *Maximum Building Depth Below Grade: Set lowest floor at Lowest Floor Elevation (LFE) or minimum one (1) foot above mottling, whichever is higher. If no LFE is established, set lowest floor minimum one (1) foot above mottling.*

Minnesota Rule 7080 Individual Subsurface Sewage Treatment Systems:

- *All lots created after January 23, 1996, have a minimum of two soil treatment and dispersal areas that support systems as described in parts 7080.2200 to 7080.2230 (Type I systems include mounds, at-grades, trench and seepage beds).*
- *All Type I septic systems need to have at least 36 inches of separation from the SHWT and 12 inches of undisturbed soil.*

Steering Committee Discussion/Recommendation on Soil Separation:

The Steering Committee had a thorough discussion about reducing that requirement from 3ft of separation to 2ft separation to the SHWT. One of the reasons given for the proposed modification is under Minnesota Rules 7080 it only requires 12 inches of undisturbed soil in order to install a Type I septic system, which is required to create a new lot. To support that point members of the Steering Committee pointed to existing Zoning regulations that require the low floor elevation of a house in 1ft above the SHWT, which demonstrates the ability to develop these lots with a house and septic system.

The point was also made by a member of the Committee, a local survey/engineer about land to be subdivided. Often, he finds that the properties do not have the required 36 inches, but many of these properties have at least 30 inches of separation to SHWT. The issue of lot availability in Sherburne County is also a reoccurring issue raised by the Steering Committee. This reduction would allow more lands in our Townships to be subdivided while still exceeding the minimum requirements under MN 7080 (state septic rules).

An issue was raised at the Steering Committee and at Planning Commission that this reduction in separation could result in more “mound septic systems” in our platted developments. A septic mound would be required when a property does not have 36 inches of separation from the SHWT. This is considered a Type I septic system under state rules and provides the same level of protection as inground system, but at a higher cost and more visual impact.

Items for Consideration by the Towns Board for Buildable Lot Requirements:

1. Should the County maintain the buildable lot area requirement at 40,000 contiguous sq. ft. but reduce the separation to 24 inches from 36 inches?
2. Should the County remove the alternate minimum building lot size requirements that allow for as referenced above?

Minimum Lot Size and Wooded Requirement in the Agricultural District:

Current Requirements:

- The minimum platted lot size in the General Rural District is 2.5 acres.
- The minimum platted lot size in the Agricultural District is 5 acres and must be at least 75% wooded. With no new roads and a maximum of 3 lots.

Comprehensive Land Use Plan Policy Statement #2

It is the County's policy to support agriculture as a desirable land use, while providing increased flexibility for farmsteads to thrive.

Comprehensive Land Use Plan Policy Statement #22

It is the County's policy to maintain a minimum lot size of 1 acre and a density range of 1 unit per 2.5 acres in rural residential areas. The County will consider smaller lot sizes when subdivisions apply conservation design techniques.

Steering Committee Discussion/Recommendations:

It was proposed by the Steering Committee that we explore reducing the minimum lot size across the County to a minimum of 1.5 acres due to the shortage of available lots in the County. The point was made by members of the Committee because the County sets a minimum standard that will not automatically result in a reduction in lot size for all development because the market, and general platting requirements like setbacks and easements will affect the lot sized proposed by developers. It was not proposed to alter the minimum buildable area requirement of 40,000 sq. ft, which is less than one acre (43,560 sq. ft.).

There was no change proposed in the Agricultural District for the restriction on no new roads or the maximum 3 lot subdivision.

Regarding the 75% wooded requirement in the Agricultural District, it was discussed that this should include non-tilled areas like wetlands natural features that would prohibit farming. These proposed changes would likely support the preservation of agricultural land by allowing smaller lot size on land not suitable for farming.

Items for Consideration by the Towns Board for the Minimum Lot Size:

1. Should the County modify the 75% wooded requirement in the Agricultural District to include non-tilled land like wetlands or steep slopes?
2. Make a reduction in minimum lot size to 1.5 acres, or something less than what is currently required in the General Rural and Agricultural Districts.

Next Steps:

Our plan is to introduce the Zoning and Subdivision Ordinances Update to the townships in March to review the draft ordinance and to the Planning Advisory Commission on April 16, 2026, then hold the public hearing for its formal review on May 21, 2026. Following the March public hearing, staff will bring the recommendations from the Planning Advisory Commission to be heard by the County Board of Commissioners on June 16, 2026. If Town Board wishes to provide comments/suggestions, they are welcome to join us at the public hearing or return the enclosed comment form to my attention mitch.glines@co.sherburne.mn.us



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Elk River, MN 55330-4668
zoning@co.sherburne.mn.us
(763) 765-4450

Township Comment Form

Please return to mitch.glines@co.sherburne.mn.us

Date: _____

Township: _____

Proposed Change: Reduce the Soil Separation Requirement for Newly Platted Lots from 3ft to 2ft.

Question for Town Board: Does the township agree to reduce the soil separation requirement?
 Yes
 No
 Changes Needed (please specify)

Comments or Questions: _____



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Township Comment Form

Please return to mitch.glines@co.sherburne.mn.us

Date: _____

Township: _____

Proposed Ordinance: Minimum Residential Lot Size to 1.5 Acres County Wide

Question for Town Board: Does the township agree to the proposed minimum lot size requirement?

- Yes**
- No**
- Changes Needed** (please specify)

Comments or Questions: _____



AGENDA ITEM
Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>02/25/2026</i>	Regular Agenda Item	Item No. 8C
Item Description: <i>2025 Sherburne County End of Year Violation Report for Orrock Township</i>	Reviewed By: N/A		
	Reviewed By: N/A		

ACTION REQUESTED

None needed

BACKGROUND/DISCUSSION

The Sherburne County Planning and Zoning Department administers and enforces the Sherburne County Solid Waste Management Ordinance, Sherburne County Zoning Ordinance, and Wetland Conservation Act throughout most of Sherburne County (*excluding the zoning for Becker Township and the northwest portion of Haven Township*). The Department recognizes the importance of keeping townships informed on the general status of the complaints and violations within their borders and has developed this report to be sent out semi-annually to every township. The goal is that the reports will go out in January and July of each year.

ATTACHMENTS

2025 End of Year Violation Report



Sherburne County

End of Year Violation Report

Orrock Township

August 1, 2025 - December 31, 2025

Purpose

The Sherburne County Planning and Zoning Department administers and enforces the Sherburne County Solid Waste Management Ordinance, Sherburne County Zoning Ordinance, and Wetland Conservation Act throughout most of Sherburne County (*excluding the zoning for Becker Township and the northwest portion of Haven Township*). The Department recognizes the importance of keeping townships informed on the general status of the complaints and violations within their borders and has developed this report to be sent out semi-annually to every township. The goal is that the reports will go out in January and July of each year.

Overview

The violations outlined in this report include “Active and Closed Carry-Over”, “2025 Active”, and “2025 Closed. “Carry-Over” violations are those that were opened in a previous year. These are typically violations that have been referred to the County Attorney’s Office for further enforcement. “2025 Active” violations are those that were opened in 2025 and are still actively non-compliant. “2025 Closed” violations are those that were opened in 2025 but were determined to be invalid or have been returned to compliance.

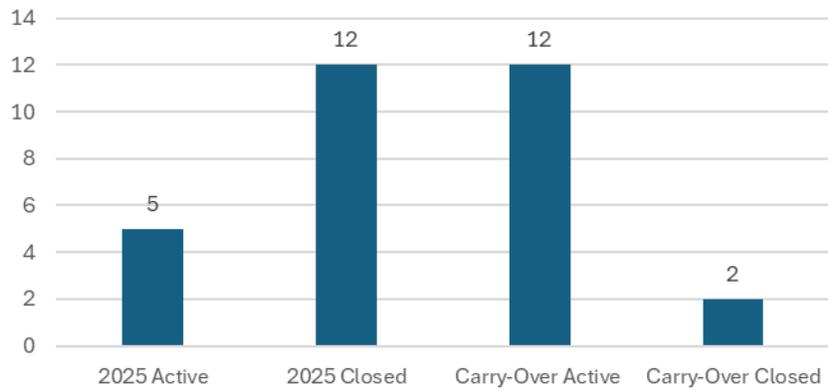
The map of violations includes general locational information and the primary type of violation present. Additional violation types may also be present at the property as well, but they are not the primary violation observed and enforced by the Department. For information regarding additional violations present on a property, a data request must be submitted.

It is the position of the Department that voluntary compliance is the most favorable outcome of enforcement action. Referral to the County Attorney’s office occurs only when progress towards compliance ceases, the violation worsens, there is a history of violations at a property, or the violation is egregious enough to endanger the health, safety and/or welfare of residents.

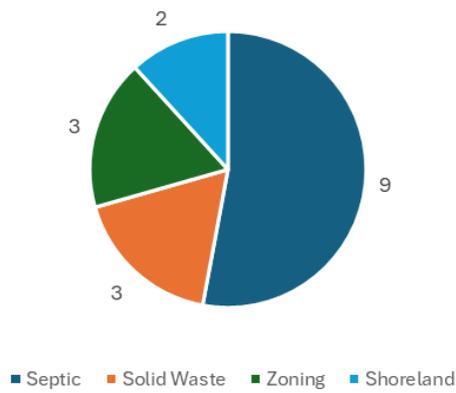
Please note that this report contains only general data as it pertains to complaints and violations. For more information regarding a specific violation, a data request must be submitted to our office for review, and any data that is public information will be made available for review.

Questions regarding this report can be directed to the Planning and Zoning Department at 763-765-4450 or zoning@co.sherburne.mn.us .

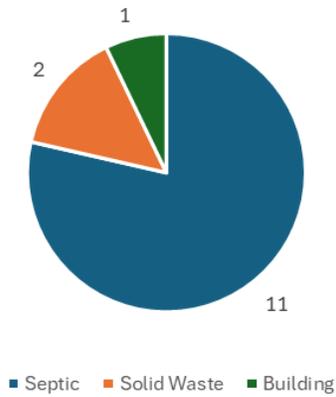
Orrock End of Year Violations (August 1, 2025 - December 31, 2025)

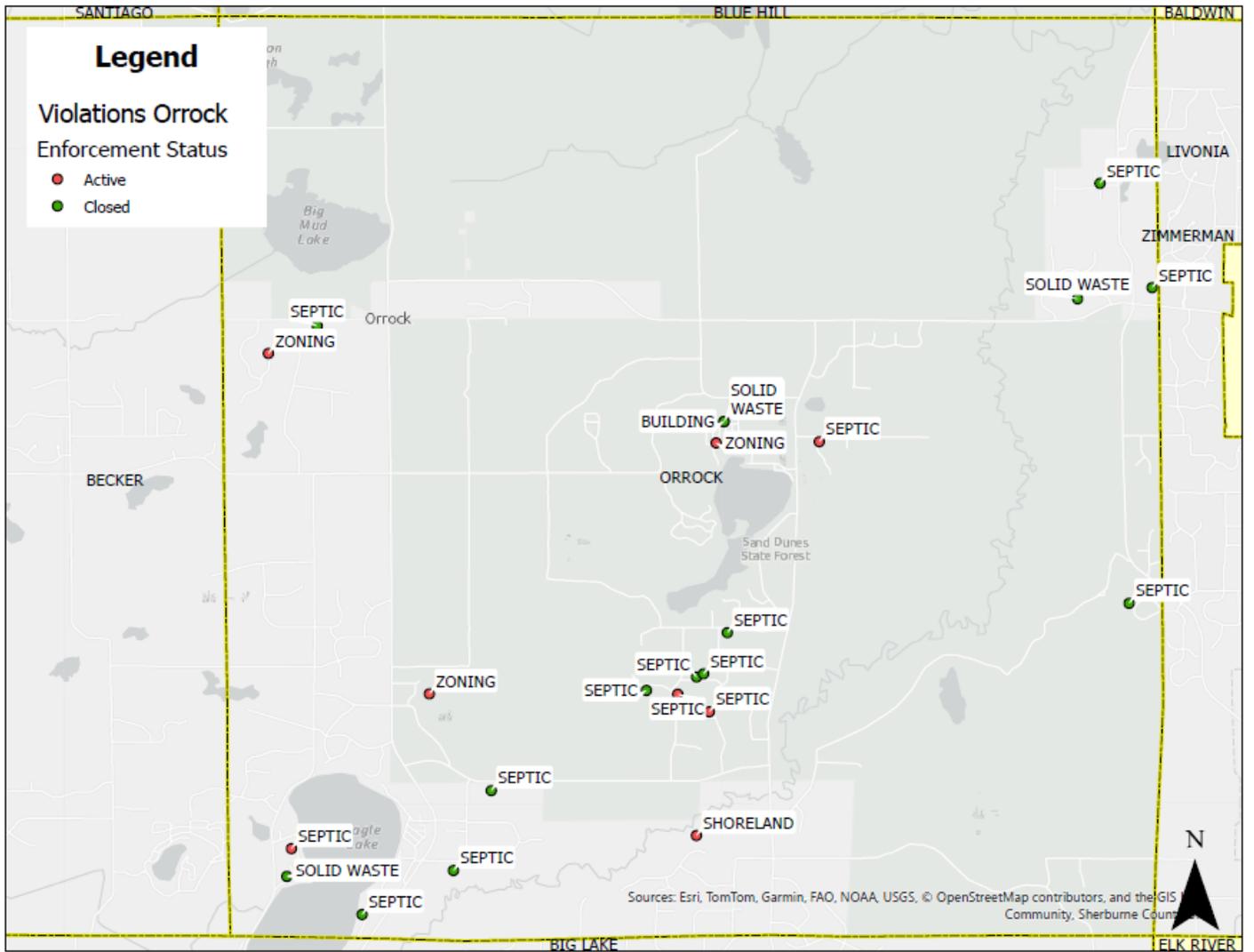


Active Violation Types (August 1, 2025 - December 31, 2025)



Closed Violation Types (August 1, 2025 - December 31, 2025)







AGENDA ITEM
Orrock Town Board

Prepared By: <i>Shelley Erickson , Clerk</i>	Meeting Date: <i>02/25/2026</i>	Regular Agenda Item	Item No. 8D
Item Description: <i>Sherburne County Zoning Update On Veterinary Clinic Amendment</i>		Reviewed By: N/A	
		Reviewed By: Supervisor Keiderling	

ACTION REQUESTED
TBD

BACKGROUND/DISCUSSION

At the County Zoning Committee meeting held on February 19, 2025, the veterinarian topic from our township January meeting was discussed.

The county zoning committee voted to table the discussion until townships got a chance to talk about this again and the County Zoning Department could update their draft.

Particular items of interest would be:

- Acreage requirements (currently 5 for both small and large animals; Orrock recommended 2.5 and 10)
- Setback limits (currently 10 feet; Orrock recommended 35)
- Does there need to be a distinction between vet clinics that house animals for days vs. seeing the animal for a few hours and then the owner leaves with the animal
- Does there need to be language about the number of employees or number of animals onsite? If yes, should this be a calculation of lot size?

ATTACHMENTS

Memo with proposed ordinance for Reference



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

MEMORANDUM

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

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

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

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

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

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

Next Steps:

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

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

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



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



ORD NO _____

APPLICATION NUMBER: 25-1597

DATE RECORDED:

APPLICATION DATE: 09/18/2025

DOC. NUMBER:

RECEIPT #:

APPLICATION FEE: \$496.00

DATE PAID:

FEE NOTES:

APPLICANT:

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

PHONE: 701-388-2588

E-MAIL: tripleaequine@gmail.com

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

OTHER CONTACTS:

SHERBURNE COUNTY, MINNESOTA

PID: 35-00018-3401

OTHER PARCELS:

PLAT NAME:

DEEDED ACRES: 5.01

LEGAL:

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

TOWNSHIP NAME:

SECTION: 18

TOWNSHIP: 34

RANGE: 27

OVERLAY ZONING DISTRICT:

PROPERTY ADDRESS: 25355 189th St NW
Big Lake 55309

ZONING DISTRICT:

SHORELAND:

DATE OF LAST SEPTIC ACTION: 11/03/2018

NON-RIPARIAN:

COMPLIANT SEPTIC: --

MISCELLANEOUS NOTES:

SEPTIC INFO:
UPG 5/12/2004 NEW 05-21-1993

EXPLANATION OF REQUEST AND ACTIONS TAKEN:

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

APPLICATION IS:

APPROVED: **DENIED:** **WITHDRAWN:** **EXPIRED:**

ZONING ADMINISTRATOR:

DATE: //

REVIEWED BY:

COPY OF FINAL ACTIONS MAILED TO APPLICANT: //

Sherburne County Planning & Zoning
13880 Business Center Drive, Elk River, MN 55330
763-765-4450 Fax # 763-765-4467
zoning@co.sherburne.mn.us

IUP Text Amendment Request

Requirements

A document containing the following:

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

SECTION 16.2 – INTERIM USE PERMITS

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

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

Subdivision 4: List of Interim Uses:

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

Subdivision 5: Conditions:

28. Veterinary Clinics, provided:

- A. Minimum Lot Size:
 - 1. 5 acres for a companion/small animal veterinary clinic treating dogs, cats, exotics (rabbits, rodents, reptiles, birds/parrots)
 - 2. 5 acres for an equine, large animal and/or mixed animal veterinary clinic treating horses, donkeys, sheep, goats, llamas, cattle, pigs, chickens/poultry, dogs, cats, exotics (rabbits, rodents, reptiles, birds/parrots).
- B. The business must be located on the homesteaded property of the business owner, and the applicant must be a veterinarian who is licensed in the state of Minnesota and copy of the license provided to the County.
- C. Description of services provided by visiting professionals and occurrence of visits.
- D. Number of employees established as part of the Interim Use Permit.
- E. Site Plan that includes the following:
 - 1. Designated vehicle and trailer parking areas
 - 2. Location of outdoor treatment areas
 - 3. Proposed driveway access and approval from Road Authority
 - 4. Buildings used for business activity
- F. Performance Standards:
 - 1. Proposed days and hours of operation
 - 2. Show proof of compliance with the Minnesota Pollution Control Agency as a regulated Infectious Waste Generator.
 - 3. Demonstrate compliance with Sherburne County Private and Commercial Kennel Licensing Ordinance #134 if applicable.
 - 4. Provide quarantine protocols for sick animals.
 - 5. Provide plans for disposal of deceased animal.
 - 6. Fencing, buffers and setbacks for animals kept outdoors:
 - a. Dog/canine containment plans: proposed permanent fencing with

- latching gates.
- b. Horse/equine or livestock containment plans: proposed permanent fencing with latching gates
 - c. Setback: 10 feet inside of property lines for fences
 - d. Required setbacks from property lines for all business-related activities – 10 feet inside of property lines
7. Demonstrate compliance with Sherburne County's Subsurface Sewage Treatment System Program for all proposed wastewater generated by the business.
 8. Provide a manure management plan that is compliant with MN Rule 7020.2100
 9. Compliance with State Buildings Code for structures used in connection with business activity.
 10. Compliance with any applicable County or State feedlot regulations.



AGENDA ITEM

Orrock Town Board

Prepared By: Shelley Erickson, Clerk	Meeting Date: 02/25/2026	Regular Agenda Item	Item No. 11D
Item Description: Adoption of 2026 Budget Framework	Reviewed By: N/A		
	Reviewed By: Finance Committee		

ACTION REQUESTED

Motion to adopt the proposed 2026 budget

BACKGROUND/DISCUSSION

The finance committee met to review the proposed 2026 budget. Their recommendations are attached.

ATTACHMENTS

- General Fund Proposed 2026 Budget
- Fire Bund Proposed 2026 Budget
- Road and Bridge Fund Proposed 2026 Budget
- Capital Fund Proposed 2026 Budget



AGENDA ITEM

Orrock Town Board

Prepared By: Shelley Erickson, Clerk	Meeting Date: 02/25/2026	Regular Agenda Item	Item No. 11E
Item Description: 2027 Levy Recommendation	Reviewed By: N/A		
	Reviewed By: Finance Committee		

ACTION REQUESTED

Motion to approve the 2027 recommended levy amounts for presentation at the annual meeting.

BACKGROUND/DISCUSSION

The finance committee met to review the treasurer's 2027 levy recommendation. Their recommendations are attached.

ATTACHMENTS

- Levy Analysis
- 2027 Proposed Levy

Orrock Township Levy Analysis

General Fund

Levy passed	Payable year	Levy	% change	Total Receipts	Spending	Net from Property Taxes
2014	2015	10,000			78,562	(68,562)
2015	2016	100,000	900.0%		76,045	23,955
2016	2017	80,000	-20.0%		58,186	21,814
2017	2018	90,000	12.5%		71,533	18,467
2018	2019	90,000	0.0%		74,601	15,399
2019	2020	80,000	-11.1%		72,957	7,043
2020	2021	85,000	6.3%		116,475	(31,475)
2021	2022	88,000	3.5%		112,373	(24,373)
2022	2023	120,000	36.4%		102,207	17,793
2023	2024	130,000	8.3%		118,325	11,675
2024	2025	135,000	3.8%	226,976	142,579	(7,579)
2025	2026	95,000	-29.6%	134,250	144,135	(49,135)
2026	2027	105,000	10.5%	144,250	148,000	(43,000)

Fund balance as of 12/31/2025:	\$358,976
Budgeted amt. (Estimated)	
Estimate	
Treas Recommendation	

2025 Int.	70,858
2025 Recycle	10,602

Fire Fund

Levy passed	Payable year	Levy	% change	Spending	Net
2014	2015	85,500		101,985	(16,485)
2015	2016	80,000	-6.4%	82,987	(2,987)
2016	2017	80,000	0.0%	110,349	(30,349)
2017	2018	100,000	25.0%	137,542	(37,542)
2018	2019	151,000	51.0%	121,042	29,958
2019	2020	130,000	-13.9%	127,719	2,281
2020	2021	145,000	11.5%	134,427	10,573
2021	2022	150,000	3.4%	145,026	4,974
2022	2023	160,000	6.7%	132,291	27,709
2023	2024	140,000	-12.5%	136,217	3,783
2024	2025	140,000	0.0%	137,400	2,600
2025	2026	140,000	0.0%	155,000	(15,000)
2026	2027	150,000	7.1%	156,000	(6,000)

Fund balance as of 12/31/2025	141,129
Budgeted amt. (Estimated)	
BL Actual, Zimm Estimate	
Treas Recommendation	

**Interest earnings for the past 2 years = \$140,102, can be transferred to road and bridge when needed. Most of funds that earned interest were R & B funds

Road and Bridge Fund

Levy passed	Payable year	Levy	% change	Spending	Net
2014	2015	290,000		564,488	(274,488)
2015	2016	500,000	72.4%	537,735	(37,735)
2016	2017	650,000	30.0%	522,186	127,814
2017	2018	670,000	3.1%	768,522	(98,522)
2018	2019	690,000	3.0%	655,622	34,378
2019	2020	721,000	4.5%	717,707	3,293
2020	2021	745,000	3.3%	559,336	185,664
2021	2022	770,000	3.4%	1,016,945	(246,945)
2022	2023	800,000	3.9%	575,059	224,941
2023	2024	650,000	-18.8%	574,265	75,735
2024	2025	850,000	30.8%	645,025	204,975
2025	2026	875,000	2.9%	985,425	(110,425)
2026	2027	900,000	2.9%	800,000	100,000

Fund balance as of 12/31/2025	1,731,277
Budgeted amt. (Estimated)	
Estimate	
Treas Recommendation	

Note - 2024 increase % is inflated due to lowering levy in 2023 to support levy for town hall construction.

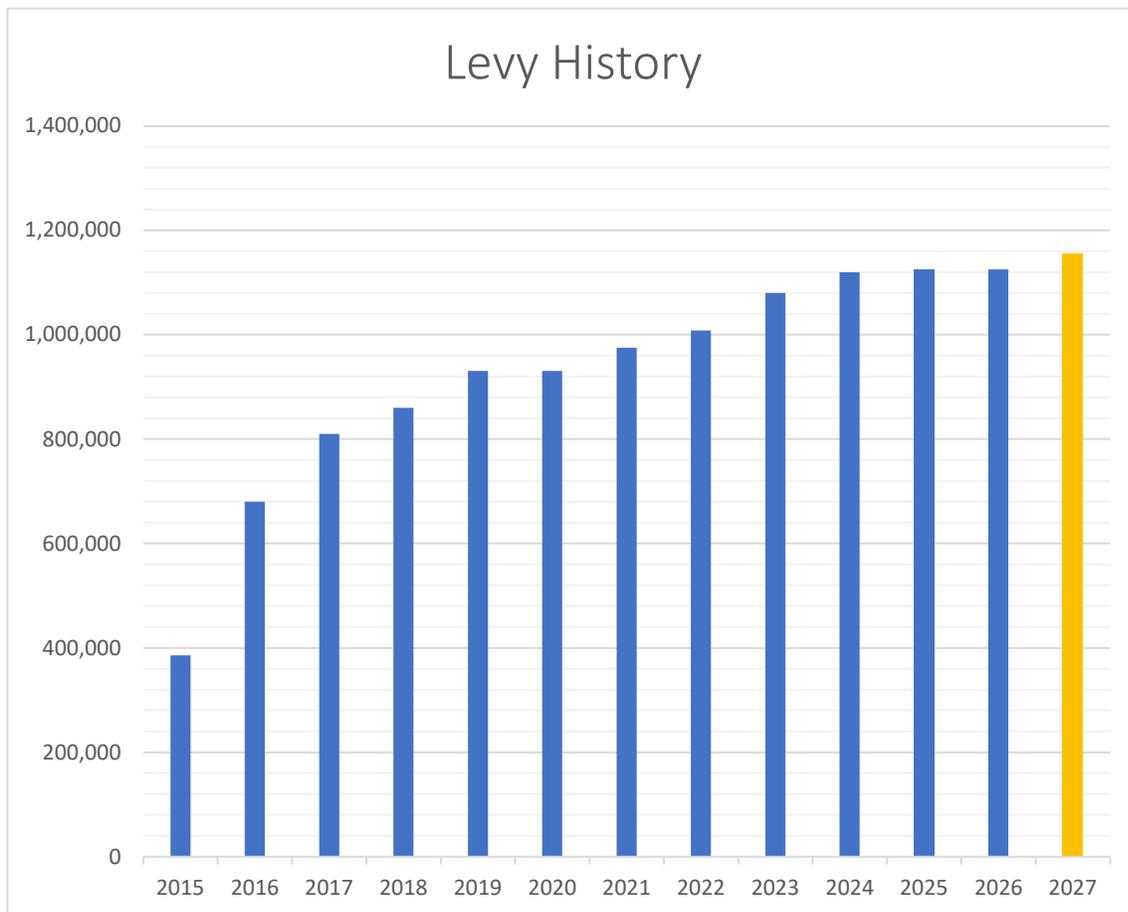
Capital Project Fund

Levy	Payable year	
2023	2024	200,000
2024	2025	0
2025	2026	15,000
2026	2027	0

Fund balance as of 12/31/2025	72,574
Treas Recommendation	

Levy history

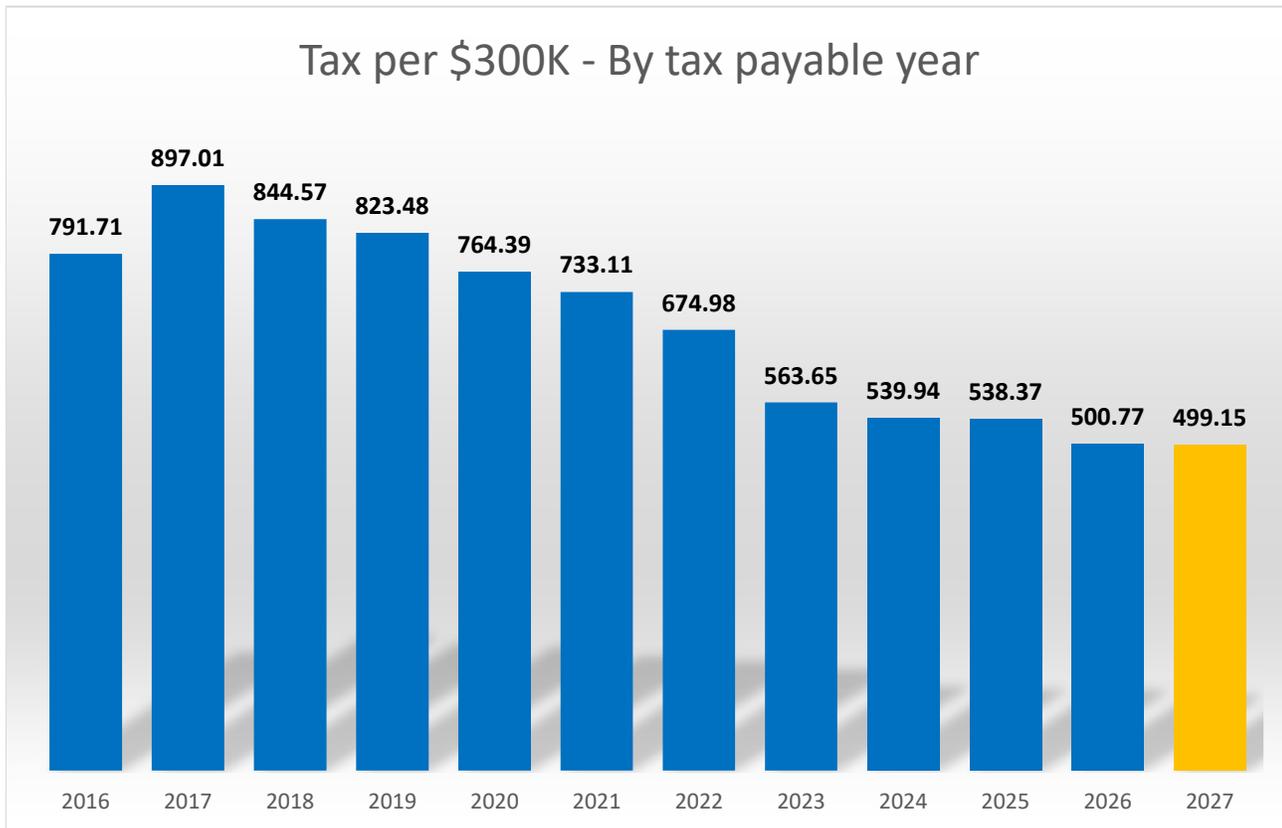
Levy passed	Payable year	Levy	% change
2014	2015	385,500	
2015	2016	680,000	76.4%
2016	2017	810,000	19.1%
2017	2018	860,000	6.2%
2018	2019	931,000	8.3%
2019	2020	931,000	0.0%
2020	2021	975,000	4.7%
2021	2022	1,008,000	3.4%
2022	2023	1,080,000	7.1%
2023	2024	1,120,000	3.7%
2024	2025	1,125,000	0.4%
2025	2026	1,125,000	0.0%
2026	2027	1,155,000	2.7%



Property value and tax analysis
Orrock Township

Valuation year	Taxes payable year	Tax per \$300K	% change
2014	2015	466.72	0.0%
2015	2016	791.71	69.6%
2016	2017	897.01	13.3%
2017	2018	844.57	-5.8%
2018	2019	823.48	-2.5%
2019	2020	764.39	-7.2%
2020	2021	733.11	-4.1%
2021	2022	674.98	-7.9%
2022	2023	563.65	-16.5%
2023	2024	539.94	-4.2%
2024	2025	538.37	-0.3%
2025	2026	500.77	-7.0%
2026	2027	499.15	-0.3%

Calculated values





AGENDA ITEM

Orrock Town Board

Prepared By: Shelley Erickson, Clerk	Meeting Date: 02/25/2026	Board of Audit	Item No. 12A-D
Item Description: Review of Receipts and Disbursements Registers and Confirmation of 12/31/2025 Cash Balance, Selection of Three Receipts for Board Review, Selection of Three Disbursements for Board Review	Reviewed By: N/A		
	Reviewed By: Shelley Erickson/Kellie McConville		

ACTION REQUESTED

None – the clerk documents the board of audit

BACKGROUND/DISCUSSION

The Board is now sitting as auditors of the town’s records of 2025. The Treasurer performs the bank reconciliation monthly and the Board reviews/audits all receipts, disbursements and the bank statements each month. The treasurer has printed out a report of receipts within CTAS and Clerk Erickson confirmed those receipts matched the receipts in the Clerk’s receipt book and CTAS. The Clerk had also received reports from the County of all payments made to the town. The Clerk and the Treasurer each matched those payments against reports generated from the Town’s accounting software, CTAS. Seated as the Board of Audit, from the registers, the board will choose three random receipts and disbursements to review individually, on the receipts register or disbursements register and on the bank statements.

ATTACHMENTS

- Treasurer’s Board of Audit Memo
- Registers will be presented to the board at the Board of Audit Meeting.



Date: February 25, 2026

To: Board of Audit

From: Kellie McConville, Treasurer

Re: 2025 Board of Audit meeting

Background

The annual Board of Audit is the final step in the audit of the Town's financial activities for the prior year. However, the audit process occurs throughout the year and supervisors are an integral part of that process.

The ongoing audit process

Each month the Board receives a report of claims to be paid. The report includes backup documentation, typically in the form of an invoice, supporting the claim. No check is issued out of the town's accounts that has not first been presented as a claim. The monthly claims list also includes any debits that occurred during the current month and prior to the date of the meeting. Finally, a separate report is produced that details any debits that were made in the previous month, but after the previous month's meeting. This covers debits that were not considered by the Board at the previous meeting. These limited debits are processed in the Town's accounting system as disbursements and do not go through the claims process. This is done pursuant to a debit card policy adopted by the board.

Similarly, at each meeting the Board reviews the payroll package and approves the payroll disbursements.

As a result of these actions, the Board sees documentation of every disbursement made by the town and specifically approves each other than the possible few month-end disbursements pre-approved by the Board policy. Even with these, the Board receives a detailed report.

In the cash control report, the Board sees the bank statements, including check images with sensitive information redacted. The cash control report is the vehicle by which the Town's accounting system is reconciled with the Town's depositories. Each month the Board cash control package provides documentation to assure that the accounting system is in balance with the Town's various depository accounts.

The statements from the various depository accounts also detail receipts and those, as well, are reconciled as part of the cash control process. Additionally, for all receipts other than interest accrued on depository accounts, the clerk issues a paper receipt and keeps a permanent record. The treasurer records the clerk's receipt number with the transaction in the Town's accounting system. As a part of the audit process, the clerk and treasurer examine their

records on a quarterly basis to ensure that all receipts in the clerk's and treasurer's records reconcile.

Board of Audit treasurer and clerk's preparation

In preparation for the Board of Audit, the clerk receives a report from Sherburne County listing each ACH payment from the county to the Town. The treasurer generates a report out of the Town's accounting system (CTAS) listing each receipt entered into the town's records.

The treasurer examines the CTAS records to ensure that each Sherburne County ACH transfer is properly recorded. The clerk examines the clerk's independent records to similarly verify that each county receipt is properly recorded.

The treasurer completes a year-end organization of the town's paper records, which constitute the official records of the town. The treasurer's reports are organized to ensure their completeness and that they will be easily accessible for the Board of Audit.

At the January meeting, the Board received and approved the treasurer's report and the cash control package, both of which detailed the Town's financial position at the end of the previous year.

Findings in clerk and treasurer's audit activities.

In auditing receipts for 2025, neither the clerk nor the treasurer identified any discrepancies in the receipt records.

The Board of Audit

The final step in auditing the Town's financial records is to do a spot examination of receipt and disbursement transactions. Working from CTAS receipts and disbursements registers the Board selects three receipts and three disbursements. The treasurer locates the documentation in the Board's records to demonstrate that the transaction is properly supported with background information and that the amount and record of the transaction are accurately reflected in the Town's accounting system.

The Board of Audit record

The Board of Audit records are maintained annually as part of the Town's official records. The 2025 audit file consists of the following:

Cash control package for year ending 12/31/2025

Treasurer's report package for year ending 12/31/2025

Receipts register covering calendar year 2025

Disbursements register covering calendar year 2025

Sherburne County report of all county ACH transfers to the Town during 2025

Clerk's and Treasurer's records of receipts reconciliations

Board of Audit report detailing the Board's examination of receipts and disbursements

MARCH 11 — ST. PAUL

InterContinental Saint Paul Riverfront



**NEW LOCATION
THIS YEAR!**

CITY DAY ON THE HILL



VIEW THE AGENDA AND REGISTER:

LMC.ORG/CITYDAY26