



Special Meeting  
Tuesday, December 12, 2023 – 4:30PM

The Orrock Township Board met in a special session, on Tuesday, December 12, 2023 at 4:30pm, at the Orrock Town Hall Building Site, 26401 180th St. NW, Big Lake, Minnesota.

Attending in person were Chair Bryan Adams, Supervisors Paul Ellinger, Anne Felber, Gary Goldsmith, Bob Hassett, Treasurer Janine Arnold and Clerk Chris Weber. One audience member was present.

A quorum was present, the meeting was called to order by Chair Adams, at 4:30PM and the Pledge of Allegiance to the United States of America was recited.

#### **Meeting Agenda Approval**

Motion/Second to accept the special meeting agenda by: Felber/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None.

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

#### **Special Meeting**

##### **Town Hall Open House**

Supervisor Ellinger asked that the town hall open house scheduled for December 27, 2023 from 5PM to 7PM be moved to a later date. Ellinger stated that he did not want the open house to be rushed and would like the building items to all be completed when the open house takes place. Supervisor Felber suggested that the open house be scheduled when the schools are on break.

Motion/Second to rescind the November motion to approve an expenditure of up to \$1,000.00 for an ad in the paper and refreshments for an open house to be held on December 27, 2023 from 5PM to 7PM and direct the clerk to place the open house on the December meeting agenda by: Goldsmith/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None.

##### **Town Hall Building Updates**

- Punch-list walk through was Monday, December 11th
- Storefront Doors, Bathroom mirrors and walk-up window glass to be installed Wednesday, December 13th - Thursday, December 14th
- Sherburne County building inspection to approve Temporary Certificate of Occupancy is Friday, December 15<sup>th</sup>
- Key fobs for building entry will be handed out when the security entry system is completed.
- Clerk Weber thanked Chair Adams for all the work that he has assisted with. Adams put up the outdoor bulletin board and has assisted with other items. Chair Adams, Clerk Weber and Louie Weber picked up the furniture at Sherburne County on December 12<sup>th</sup>.
- Darryl Waletzko's crew will be moving items into town hall on Monday, December 18<sup>th</sup> and Treasurer Arnold will be assisting with the move-in.

Purchase of Solar Roller Shades

Clerk Weber presented her recommendation for solar roller shades for the windows. The shades are on sale at Costco through December 17<sup>th</sup> and Lowes, Home Depot and Menards through December 13<sup>th</sup>. There is money in the furniture and fixtures budget to cover the purchase of the shades. Weber presented options with or without valances. The estimated cost for all shades with a contour valance is \$922.98 from Costco. The estimated cost for roller shades without a valance is \$692.23 from Costco. Clerk Weber was able to apply for a sales tax exemption from Lowe’s and will order the shades from Lowe’s.

Motion/Second to direct the clerk to purchase eight solar roller shades with a contour valance at a maximum cost of \$1,000.00 by: Ellinger/Hassett. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None.

Announcements

- December Board Meeting – Wednesday, December 27<sup>th</sup> @ 7PM, Orrock Town Hall.

Adjournment

Motion/Second to adjourn the special meeting by: Goldsmith/Ellinger. In favor: Adams, Ellinger, Felber, Goldsmith and Hassett. Opposed: None. Abstained: None. Motion Passed, adjourning the Special Meeting, on Tuesday, December 12, 2023 at 4:42PM.

Respectfully Submitted,  
Chris Weber  
Town of Orrock, Clerk

Accepted this 27<sup>th</sup> day of December 2023 by the Orrock Township Board of Supervisors.

\_\_\_\_\_  
Bryan Adams, Chair

Attest: \_\_\_\_\_  
Chris Weber, Town Clerk