

**MINUTES – ORONOCO TOWN BOARD
REORGANIZATION MEETING
May 8, 2023 5:00 PM**

Chair Ken Mergen called the meeting to order at 5:00 pm. Supervisors Ken Mergen, Tammy Matzke and Joel Johanninger were present, as were Treasurer Kim Stanton, Clerk Lucy Shonyo and Deputy Clerk Jody Schroeder.

The Pledge of Allegiance was recited.

Elect Chair, Vice Chair

The board agreed Ken Mergen would continue to chair the Oronoco Town Board and Tammy Matzke would serve as vice-chair.

The Board agreed on these areas of responsibility for board members:

- Roads & Bridges – Ken Mergen
- OTPAC – Tammy Matzke
- Pine Island Fire District Representative – Tammy Matzke, Kim Stanton
- Pine Island Community Planning Team (CPT) – Joel Johanninger
- Board of Appeal & Equalization – Ken Mergen will complete training
- Olmsted County Township Officer's Assoc (OCTOA) – Joel Johanninger; any or all supervisors may be in attendance, notice has been posted.
- Special Assessment Inquires – Kim Stanton
- Website Management – Kim Stanton
- Weeds – Joel Johanninger
- Utilities Inquiries – Tammy Matzke
- ARPA – Kim Stanton
- Liaison to City of Oronoco - Joel Johanninger
- Liaison to Gopher Septic (Cedar Beach and King's Park septic systems) – Ken Mergen

Town Board Meetings – The Oronoco Town Board agreed to maintain their current monthly meeting schedule. They meet the second Monday monthly at 5:30 pm, at Oronoco City Hall, 115 2nd St. NW. Any changes / cancellations necessitated by weather or any other event will be posted on the township website and on the township's posting board at Oronoco City Hall.

Oronoco Food Shelf –The board agreed to continue donating \$500/quarter. [A financial report was submitted for the annual meeting.] {Minn. Stat. § 465.039}

The Board agreed the Post Bulletin will remain the township's official newspaper for legal notices.

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The Board agreed **Frandsen Bank & Trust, Pine Island**, will remain the township's depository.

The Board agreed that the **official township posting locations** are Oronoco City Hall, 115 Second St NW, open during their business hours, and the township website <http://www.oronocotownship-mn.gov/>, available 24/7. The post office posting site has been eliminated due to a shortage of posting space.

Supervisor Matzke moved to increase OTPAC members per meeting attended payment from \$70 to \$75. Supervisor Mergen second, motion carried 3-0.

The board affirmed the **annual meeting moderator payment** of \$70, and payment to **election judges** of \$25/hour. [Election judge payment includes training time, time spend conducting elections, ballot board activities and other election related activities.]

Board members reviewed their **contact information**. This is posted at both posting sites.

The board agreed it would not observe Columbus Day, the second Monday in October, as a legal holiday. Oronoco Township business can be transacted that day. [MS 645.44, subd 5].

Deputy Clerk is Jody Schroeder, and **Deputy Treasurer** is Bob Figy, New Haven Township.

At 5:30 Supervisor Mergen moved to continue the reorg meeting until the regular monthly town board meeting adjourns. Supervisor Johanningmeier second, motion carried 3-0.

At 8:00 Supervisor Mergen moved to resume the reorg meeting. Supervisor Johanningmeier second, motion carried 3-0.

The Board reviewed and revised Resolution 10217B, adopted Oct. 2, 2017, Resolution Establishing a Policy for the Compensation and Reimbursement of Town Officers.

All board members receive \$150 for a 3-hour monthly meeting attended, and \$30/hour after 3 hours, paid in 15 minute increments; and \$30/hour for other meetings attended and work on behalf of the township. Supervisors receive a \$400/month stipend, (was \$350/mo), the treasurer \$400/month (was 350/mo), the clerk \$600/month (no change).

Resolution 10217B, adopted Oct. 2, 2017, Resolution Establishing a Policy for the Compensation and Reimbursement of Town Officers, continued

Additionally, Resolution 10217B, Section 2.3 was changed to include the \$30 hourly rate for Deputy Clerks and Deputy Treasurers be paid for training time when training for clerk and treasurer positions in the township.

Section 3.2 of Resolution 10217B, Telephone, will be deleted.

Supervisor Mergen moved to make the above noted changes to Resolution 10217B. Supervisor Matzke second, motion carried 3-0.

The Board agreed to retain a **fee schedule** for copies (over 10) and clerk time related to records, returned or re-issuing checks, and a \$150/hour fee if a citizen or developer requests a special meeting. A statement that oversized copies will be charged at the township's cost was added to the policy. The complete Oronoco Township Fee Policy is posted on the website and at city hall.

The board agreed to continue the **monthly meeting agenda format** of placing public hearings and other county actions first, then the road report. An attempt is made to place agenda items the public are present to hear at the top of the agenda, followed by board administrative items.

The board was informed of **routine periodic bank transfers**: Minnesota Retirement (monthly), safe deposit box rental (1x/year), and Minnesota withholdings (1x/year). The board sees these payments as they occur on CTAS reporting, but there are no paper checks.

Meeting Minutes - The board affirmed a previous statement that meetings are not routinely recorded, and if they are recorded, they are for the clerk's reference in compiling minutes only. When made, tapes are erased after minutes are approved by the board. The approved written meeting minutes comprise the official record of the meeting. Meeting minutes are posted only after board approval.

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Supervisor Mergen moved to adjourn at 9:00pm. Supervisor Matzke second, motion carried 3 – 0.

Respectfully Submitted,

Lucy Shonyo, Clerk

Ken Mergen, Chair

Tammy Matzke, Supervisor

Joel Johanningmeier, Supervisor