

**ORONOCO TOWN BOARD
REORGANIZATION MEETING Minutes
April 8, 2024 7:15 PM**

Chair Ken Mergen called the meeting to order at 7:15 pm. Supervisors Ken Mergen, Tammy Matzke and Joel Johanninger were present, as were Treasurer Brandi Lind, Clerk Jody Schroeder

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, Joel Johanninger (alternate)
- Pine Island Community Planning Team (CPT) – Joel Johanninger
- Board of Appeal & Equalization – Ken Mergen, Tammy Matzke, Joel Johanninger
- Olmsted County Township Officer’s Assoc (OCTOA) – Joel Johanninger; any or all supervisors may be in attendance, notice has been posted.
- Special Assessment Inquires – Brandi Lind
- Website Management – Brandi Lind
- Weeds – Joel Johanninger
- Utilities Inquiries – Tammy Matzke
- ARPA – Brandi Lind
- 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.

OTPAC Meetings-The Oronoco Township Planning Advisory Commission will meet the third Monday as needed at 6pm. All meetings will be 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.

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.

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 Lucy Shonyo. There is currently no **Deputy Treasurer**.

There was a motion made by Supervisor Mergen to accept Resolution 2024-04, Establishing a Policy for the Compensation and Reimbursement of Town Officers, seconded by Supervisor Matzke. The motion was carried unanimously.

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 fee if a citizen requires a special meeting because they missed the regularly scheduled monthly board meeting. The Oronoco Township Fee Policy is posted on the website.

Supervisor Johanningmeier moved to increase OTPAC members per meeting attended payment from \$75 to \$150 per meeting, seconded by Supervisor Mergen second. The motion was carried unanimously.

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.]

The board agreed to continue the **monthly meeting agenda format** of placing public hearings and other TCPA 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 (annually), Minnesota withholdings (annually), US Treasury-Federal withholding (monthly), Go Daddy (annually), and Google (monthly). 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 recorded.

There was a motion made by Supervisor Mergen to accept the Reorganizational meeting notes, seconded by Supervisor Matzke. The motion was carried unanimously.

Oronoco Township Reorganization Meeting
April 8, 2024

There was a motion made by Supervisor Matzke to adjourn at 7:50pm, seconded by Supervisor Johanningmeier. The motion carried unanimously.

Respectfully Submitted,

Jody Schroeder, Clerk

Ken Mergen, Chair

Tammy Matzke

Joel Johanningmeier