

Oronoco Town Board
Monthly Meeting Minutes
February 10, 2025

Minutes of the regularly scheduled meeting of the Oronoco Town Board held on **Monday, February 10, 2025** at 5:30p.m. at the Oronoco Community Center, located at 115 Second Street SW, Oronoco, Minnesota.

Supervisor Ken Mergen called the meeting to order at 5:30pm.

Pledge of Allegiance

Supervisor Johanningmeier asked that the river corridor overlay district be added to the agenda.

River Corridor Overlay District

Supervisor Johanningmeier stated that OTPAC has been working with Bolton and Menk on the river corridor overlay district. OTPAC would like to send the draft copy to Attorney Ruppe for review.

There was a motion made by Supervisor Mergen to send the river corridor overlay district draft to Attorney Ruppe for review, seconded by Supervisor Johanningmeier. The motion was carried unanimously.

Oronoco First Responders Agreement

Supervisor Johanningmeier spoke with Oronoco City Administrator Jason Baker. Supervisor Johanningmeier asked that the fire piece be removed from the contract, this would be for first responders only. Jason Baker stated that it is only for first response, no fire. Supervisor Johanningmeier has asked for financial statements, number of calls and response times.

Supervisor Matzke stated that the contract with Pine Island Fire Department offers first response included in the contract. We do not need first responders from Oronoco First Responders when we are already contracted with Pine Island Fire Department for fire and first response.

There will be more discussion on this at the March 10, 2025 meeting.

Road Report

Scott Schumacher stated that they have done a little sanding and some plowing last Saturday, February 8, 2025.

Windermere Court

Supervisor Mergen stated that the ditch on Windermere Court needs to be cleaned up a bit. The water is not getting into the culvert correctly. Schumacher will look into this.

Demarino Driveway

Supervisor Matzke does not want a driveway ahead sign near this driveway. Supervisor Mergen is wondering if posting the speed limit would be a better idea.

Resolution 2025-02, Appointing Election Judges and Ballot Board for the Township Election

There was a motion made by Supervisor Mergen to sign Resolution 2025-02, Appointing Election Judges and Ballot Board for the Township Election, seconded by Supervisor Matzke. The motion was carried unanimously.

Minutes Approval

There was a motion by Supervisor Matzke to approve the minutes for Monday, January 13, 2025, monthly meeting, seconded by Supervisor Mergen. The motion was carried unanimously.

Treasurer's Report-Brandi Lind

The YTD Statement of Receipts, Disbursements and Balances as of February 10, 2025 shows: receipts \$406,460.70, disbursements \$98,226.13 with an ending balance of \$1,176,577.62.

There was a motion made by Supervisor Mergen to approve the treasurers report in written form, seconded by Supervisor Johanningmeier. The motion was carried unanimously.

Frandsen Bank

Treasurer Lind stated that the Frandsen Bank account should be closed in March or April.

Pine Island Fire Capital Fund

Supervisor Matzke asked if Treasurer Lind could create a Pine Island Fire Capital Fund. Payments are currently made annually to Pine Island Fire Department. There is consideration to make an annual payment to this newly created fund. These funds would stay with Oronoco Township and be put into a CD or an interest-bearing account. When Pine Island Fire Department needs new equipment, the funds, held by Oronoco Township, would go to the PI Fire Department.

Treasurer Lind believes creating a new fund in CTAS would be the easiest for tracking funds.

Approval to pay payroll and claims including electronic transfer

There was a motion made by Supervisor Mergen to approve the payroll and claims, including electronic transfers, for February 10, 2025 seconded by Supervisor Matzke. The motion was carried unanimously.

Clerk Notes

Spring Road Tour

The Spring Road Tour will be scheduled at the March 10, 2025 meeting.

Gmail accounts for OTPAC Commissioners

Charlie Brown, BRITTEE, told Treasurer Lind that it would cost \$7.20/Gmail account, per month, for OTPAC Commissioners. After discussion, Supervisors decided that one Gmail account for the OTPAC Commissioner Chair would be adequate. Clerk Schroeder will also get a new Gmail account, her current Gmail account is almost out of storage. The new Gmail accounts have 100GB of storage. There will be a total of six Gmail accounts for Oronoco Township.

Annual Meeting and Levy

Supervisors have no additions to the annual meeting agenda at this time. There was discussion about the levy. The Payment to the Pine Island Fire Department will increase this year. Last year the proposed fire and first responders was \$113,690.

Catalis

Clerk Schroeder spoke with Dawn Heskin on February 5, 2025. There was some confusion at Catalis on which website would be shutting down on February 28, 2025, City of Oronoco or Oronoco Township. Clerk Schroeder confirmed that it is Oronoco Township website would no longer be run by Catalis. NexGen Marketing has transitioned all documents and information to our new website, oronocotownship-mn.gov. There is a remaining balance at Catalis, annual hosting fee, of \$730.34. The cancellation date for the annual hosting fee was March 1, 2024. Treasurer Lind confirmed cancellation on March 24, 2024. Payment was made for January, February and March. Catalis is requesting payment for the remainder of the website hosting year, April 2024-February 2025.

There was a motion made by Supervisor Mergen to pay the remainder of the invoice received from Catalis, \$730.34, for the annual hosting fee from March 2024-February 2025, seconded by Supervisor Matzke. The motion was carried unanimously.

Quotes for April meeting

Clerk Schroeder will send the draft request for quotes to Supervisors for review at the March 10, 2025 meeting.

MNDCP

Minnesota State Retirement System, MSRS, has a current contract with Empower Financial Services for recordkeeping and mailing services. As of July 1, 2025, MSRS will transition to a new record keeper, Voya Financial Services. MSRS will continue to be the administrator of MNDCP and log in will still be through the MSRS website.

A new portal will begin after July 1st to upload payroll information to Voya. Contact information will be updated by Treasurer Lind and Clerk Schroeder. Treasurer Lind would also like to add Michele Mayo, accountant for Hemann, Grover and Co, LLC, as an authorized user to the account. Ms. Mayo enters information monthly when preparing payroll for Oronoco Township.

There was a motion made by Supervisor Mergen to add Michele Mayo, Hemann, Grover and Co, LLC, to the MNDCP login credentials, seconded by Supervisor Johanningmeier. The motion was carried unanimously.

Safety Deposit Box

There has been no safety deposit box set up at Eagle Rock Bank.

Board Member Comments

IntraFi Cash Services, ICS

Treasurer Lind has paperwork, from Eagle Rock Bank, stating that all funds are insured by IntraFi Cash Services, ICS. Treasurer Lind requested Board Supervisor signatures.

OCTOA

Supervisor Johanningmeier attended the OCTOA meeting on January 23, 2025. ROCOG, Rochester-Olmsted Council of Governments will be doing a road safety survey coming in 2025.

Urban Service Area-The land use plan would come to the Township first and then go to the County for review.

There is some question about the earned safe and sick time. There is some gray area on this yet. Other Townships are thinking that they need to be doing the earned safe and sick time. Supervisor Johanningmeier attended the community planning team meeting, CPT, on January 22, 2025.

Mankato-Mississippi River Transmission Project

Supervisor Johanningmeier mentioned he received a mailer for the Mankato-Mississippi River Transmission Project, MMRT. Supervisor Johanningmeier wanted to note that the last two proposals are on this. No decision has been made on the final route yet.

Annual Reports for 2024

Treasurer Lind stated that all reports have been completed for 2025.

Treasurer Lind stated that the Office of State Auditors is requiring annual audits for towns with a population over 2,500 and 2024 annual revenue of \$1,233,000 or more.

Storm water ordinance

Supervisor Matzke is working on a draft storm water ordinance. She has reviewed storm water ordinances in place by other townships. She will work with Bolton and Menk to ensure that everything is covered in this draft ordinance. It will go to OTPAC for review and approval before coming before the Township Board.

Flood damage from June 2024

Supervisor Mergen received paperwork for the flood damages from June 2024. Supervisor Mergen will complete and submit.

Shared Road Agreement

Supervisor Mergen is working with Mazeppa Township on a shared road agreement. There will be more to come in the following months.

There was a motion made by Supervisor Johanningmeier to adjourn the meeting, seconded by Supervisor Mergen. The motion was carried unanimously. The meeting adjourned at 7:37pm.

Respectfully Submitted:

Clerk Jody Schroeder

Tammy Matzke

Ken Mergen

Joel Johanningmeier