

**ORONOCO TOWN BOARD**  
**REORGANIZATION MEETING Minutes**  
**April 13, 2026, 5pm**

Chair Ken Mergen called the meeting to order at 5pm. Supervisors Ken Mergen, Tammy Matzke and Joel Johanningmeier 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 Johanningmeier (alternate, to attend yearly)
- Pine Island Community Planning Team (CPT) – Joel Johanningmeier
- Board of Appeal & Equalization – Ken Mergen, Tammy Matzke, Joel Johanningmeier
- Olmsted County Township Officer’s Assoc (OCTOA) – Joel Johanningmeier; any or all supervisors may be in attendance, notice has been posted.
- Special Assessment Inquires – Brandi Lind
- Website Management – Brandi Lind
- Weeds – Joel Johanningmeier
- Utilities Inquiries – Tammy Matzke
- ARPA – Brandi Lind
- Liaison to City of Oronoco - Joel Johanningmeier
- Liaison to Gopher Septic (Cedar Beach and King’s Park septic systems) – Ken Mergen
- Cannabis Management and Ordinance - Joel Johanningmeier
- County Transportation Management Liaison - 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 **Eagle Rock Bank, Rochester**, 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 or Indigenous People's Day**, the second Monday in October, as a legal holiday. Oronoco Township business can be transacted that day. [MS 645.44, subd 5].

There is currently no **Deputy Treasurer or Deputy Clerk**.

**There was a motion made by Supervisor Matzke to accept Resolution 2026-01, Establishing a Policy for the Compensation and Reimbursement of Town Officers, seconded by Supervisor Mergen. 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.

**OTPAC members meeting fee is \$150 per meeting.**

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.

## **Meetings**

Reorganizational Meeting Minutes

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The board agreed meetings can be recorded by the Clerk only, for the purpose of minute writing. Meetings held on Zoom, Google Meets, or Microsoft Workspace will be for elected officials only.


**Credit/Debit Card Policy**

The Board agreed to the use of Debit Cards for Clerk and Treasurer from Eagle Rock Bank. **There was a motion made by Supervisor Mergen to approve Resolution 2026-03, Policy for Credit/Debit Card Policy, seconded by Supervisor Johanningmeier. The motion was carried unanimously.**

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

**There was a motion made by Supervisor Johanningmeier to adjourn at 5:25pm, seconded by Supervisor Mergen. The motion carried unanimously.**

Respectfully Submitted,

  
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Jody Schroeder, Clerk

  
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Ken Mergen, Chair

  
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Tammy Matzke

  
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Joel Johanningmeier