

**MINUTES – ORONOCO TOWN BOARD
REORGANIZATION MEETING
APRIL 5, 2021 8:30PM**

This was an in-person meeting held after the regular monthly town board meeting.

Chair Charlie Lacy called the meeting to order at 8:30pm. Supervisors Charlie Lacy, Ken Mergen and Tammy Matzke were present as were Treasurer Kim Stanton and Clerk Lucy Shonyo.

The order of agenda was accepted as presented.

The Pledge of Allegiance was recited.

Elect Chair, Vice Chair

The board agreed Charlie Lacy would continue as chair, and Ken Mergen would continue as vice-chair.

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

- Roads & Bridges – Ken Mergen
- OT-PAC – Charlie Lacy
- Pine Island Fire District Representative – Charlie Lacy, Kim Stanton
- Pine Island Community Planning Team (CPT) – Charlie Lacy
- Board of Appeal & Equalization – All supervisors have completed training.
- Olmsted County Township Officer's Assoc (OCTOA) – Charlie Lacy
- Broadband – Tammy Matzke, Kim Stanton
- Special Assessment Inquires – Kim Stanton
- Website Management – Kim Stanton
- Weeds – Tammy Matzke
- Utilities Inquiries – Tammy Matzke

These assignments will be posted on the web site with contact information.

Town Board Meetings - The Board agreed to maintain their current monthly meeting schedule. All regular monthly Town Board meetings are on the first Monday of each month at 5:30pm. When a holiday falls on the first Monday, the meeting will be held on the Tuesday following the first Monday. Meetings cancelled due to weather will be rescheduled with date and time posted on the township's website. All meetings are at Oronoco City Hall, 115 2nd St. NW. [So long as the pandemic order is in place, the board has the option of meeting by conference call. When held by phone the public can join the meeting by calling from a cell phone: 978.990.5420, access code 841351#.]

Minutes Oronoco Township
Reorganization Meeting
April 5, 2021
Page 2

OTPAC (Oronoco Township Planning Advisory Commission): Meetings are on the third Monday of the month at 6:00pm on an as needed basis. When a holiday falls on the third Monday, the meeting will be on the fourth Monday. Meetings cancelled due to weather will be rescheduled with date and time posted on the township's website. All meetings are at Oronoco City Hall, 115 2nd St. NW.

Cemetery Support – The board is waiting for a financial statement from the Cemetery Board.

Oronoco Food Shelf – A report with financials was submitted for the annual meeting. **Tammy Matzke moved to donate \$500 per quarter to the Oronoco Food Shelf. Ken Mergen second, motion carried 3 – 0.**

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

The Board agreed **Pine Island Bank** will remain the township's depository.

The Board agreed that the **official township posting locations** are the Oronoco City Hall / Community Center lobby, 115 NW 2nd St, open during their business hours; the lobby of the Oronoco Post Office, open 24/7; the Township website <http://www.oronocotownship-mn.gov/>, available 24/7.

The Board agreed to maintain Resolution 10217B, adopted Oct. 2, 2017, Resolution Establishing a Policy for the Compensation and Reimbursement of Town Officers, amended April 2, 2020 to increase the clerk's salary.

In short, all board members receive \$150 per monthly meeting attended and \$20/hour for other meetings attended and work on behalf of the township. Supervisors receive a \$300/month stipend, the treasurer \$350/month, the clerk \$600/month. **Ken Mergen moved to affirm this payment. Tammy Mayzke second, motion carried 3-0.**

The per meeting attended payment for appointed **OTPAC members** remains \$60. **Charlie Lacy moved to affirm this payment. Ken Mergen second, motion carried 3-0.**

Minutes Oronoco Township
Reorganization Meeting
April 5, 2021
Page 3

The payment to the **annual meeting moderator** remains \$60. The pay to **election judges** for training hours, time spend conducting elections and other election related activities remains \$20/hour. **Ken Mergen moved to affirm this payment. Tammy Matzke second, motion carried 3-0.**

The Board agreed to keep 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.

The Board decided not to renew the **gopher bounty resolution**.

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

Clerk Lucy Shonyo spoke of **clerk and treasurer succession planning** based on a class presented by a MAT (Minnesota Assoc of Townships) clerk trainer. When the clerk or treasurer decides not to seek reelection, it is in the interest of the board and township that a deputy clerk/treasurer be appointed to shadow the in-office clerk/treasurer to learn some of the details of these positions before being responsible for them. In-training deputy clerk/treasurers should be persons who in good faith agree to be on the ballot at the next township election. The in-training deputy clerk/treasurer would be paid for their training time. This also involves the clerk and treasurer documenting their jobs. The board agreed this would be a good practice. Some questions arose that will be researched.

Charlie Lacy moved to adjourn at 9:30pm. Ken Mergen second, motion carried 3 – 0.

Respectfully Submitted,

Lucy Shonyo, Clerk

Charlie Lacy, Chair