

**MINUTES**  
**MONTHLY ORONOCO TOWN BOARD MEETING**  
**January 4, 2021 5:30 PM**

**This was a conference call meeting.** The Board adopted Resolution 2020-05, Resolution Establishing the Ability to Conduct Open Meetings by Telephone at the April 6, 2020 meeting. The public can join meetings toll free by calling 844.855.4444, access code 841351#. This number remains the same for all township meetings. Meeting documents will be posted on the township's website, oronocotownship-mn.gov. To locate documents, click the star on the meeting date, the first Monday monthly at 5:30pm.

**The monthly Oronoco Town Board Meeting was called to order on January 4, 2021 by Chair Charlie Lacy.** Present: Supervisors Charlie Lacy, Ken Mergen and Tammy Matzke, Treasurer Kim Stanton, Clerk Lucy Shonyo.

The **agenda** was accepted as presented.

**Agenda Topics**

**Road Report – Ken Mergen**

Ditches were cleaned on 28<sup>th</sup> Ave and on Cedar Beach Drive.

Construction is complete on Ryans Bay Road / Sunset Bay Road. Bids will be taken for guardrails.

Seeding and other restoration will be completed in the spring.

Charlie Lacy and Ken Mergen reported on their meeting with Captain Wallace. They discussed changing speed limits on some township roads, putting a stop sign at the 85<sup>th</sup> St/11<sup>th</sup> Ave intersection, the Cedar Beach Parking Ordinance prohibiting overnight parking and installing no parking signs on Cedar Beach Drive. Charlie Lacy will write and distribute a letter and the Cedar Beach Parking Ordinance to Cedar Beach residents.

The LED flashing stop sign at the 5<sup>th</sup> St NE/White Bridge Road (CR12) does not work at night. Ken Mergen will talk with the county about repair.

LRID (Local Road Improvement Program) - This program is for road improvement not road maintenance. Engineering costs are bore by the township, and any desired road improvements must be sponsored by county engineers. Paving Cedar Beach Drive under this program was discussed as it seems to fit with program criteria. Applications are due March 3, 2021.

**Cedar Beach Septic Update** – Chad Knudson, Olmsted CO Senior Code Enforcement Inspector - Well and Septic, is aware of the wetness in low spots after re-grading. Mr. Knudson notes (1) Gopher Septic will turn on all 4 cell blocks so wastewater is distributed across the entire system, (2) these issues may be resolved after vegetation is established and warmer weather arrives, (3) there may be a need for more topsoil in the excavated "low" spot, (4) the situation will be monitored.

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**Broadband** – Bevcomm provided a map of the 220 locations covered by the “Partnership Agreement with Bevcomm for a Fiber Broadband Expansion Project in Oronoco Township” adopted in December 2020. It was noted that the Fisherman Inn area is a work in progress and not included in the December agreement. There was a discussion of areas of the township that need improved services and the providers that are working in those areas.

**Annual Meeting** – Lucy Shonyo provided format options for the March 9 annual meeting: all virtual, all in-person, or a combination. The board tentatively agreed to hold an “all in-person” annual meeting, dependent on the COVID-19 situation next month. If there are more persons present at the annual meeting than the Oronoco City Hall can safely accommodate, the board will ask those present for a meeting continuance until later in the year. A final decision on the meeting format will be made at the February 1st meeting. In any case, the election of township officers will happen between 5-8pm, Tues March 9, at the Oronoco City Hall.

Written reports for distribution will be requested of groups who are usually there in person. The board agreed to eliminate the broadband levy asking. The PIFD (Pine Island Fire District) 2021 dues have not been received. Kim Stanton will contact Chief Brandon Sather.

### **Administrative Business**

#### **Minutes Approval –**

**Ken Mergen moved to approve the December 7, 2020 Oronoco Town Board minutes. Tammy Matzke second, motion carried 3-0. [Lacy-aye, Mergen-aye, Matzke-aye]**

#### **Treasurer’s Report – Kim Stanton**

The YTD Statement of Receipts, Disbursements and Balances as of December 31, 2020 shows: Receipts \$1,033,209.75, Disbursements \$761,136.11 with an ending balance of \$812,966.94. December net payroll (paid in January) totaled \$2,025.72. Claims totaled \$65,077.46 (spread over two Claims for Approval reports explained below). The receipt of second half of taxes from the county (approximately \$329K) and Zumbro Township’s payment of \$54K of Ryans Bay Road construction expenses contributed to the schedule1 balance. The mismatch shown on last month’s Treasurer’s Report has been resolved. They were due to issuing two early payments in November that were not reflected in reports until December. The clerk’s CTAS, the Treasurer’s CTAS and the bank match, as do all CTAS funds.

**Ken Mergen moved to approve the January 4, 2021 Treasurer’s Report. Tammy Matzke second, motion carried 3-0. [Lacy-aye, Mergen-aye, Matzke-aye]**

**Charlie Lacy moved to approve the December 7, 2020 Treasurer’s Report. Tammy Matzke second, motion carried 3-0. [Lacy-aye, Mergen-aye, Matzke-aye]**

**Approval to Pay Bills –**

Report #1 Claims totaling \$63,642.19, Report #2 Claims totaling \$1,435.27 (total \$65,077.46) and net payroll totaling \$2,025.72 were presented. Clerk Lucy Shonyo explained that 2021 tax tables were not available to township CTAS users when payroll had to be done. In brief, an auditor from the Office of State Auditor (OSA) input township payroll based on hours and deductions the clerk provided and then provided PDFs of payroll checks to print. Furthermore, Q4 941 withholdings were due, but the withholding amount was unknown since the CTAS payroll report that totals each quarter's withholding was not available. **Based on this situation the clerk recommended the board approve all claims on Report #1 and grant prior approval for the clerk to process the IRS payment (Report #2) when that amount was known. Ken Mergen moved to approve claims and payroll payments with the above stated conditions. Charlie Lacy second, motion carried 3-0. [Lacy-aye, Mergen-aye, Matzke-aye]**

**OTPAC Report – Charlie Lacy –** There was no December OTPAC meeting.

**Other Topics**

Tammy Matzke received an **Oronoco Auto Part update** from MPCA. Refuse continues to be removed from the site.

**Oronoco Town Board candidate filing** for (1) supervisor and (1) treasurer will be accepted Dec 29 - Jan 12, 2021 at 5pm. Contact Clerk Lucy Shonyo.

**Clerk computer – Ken Mergen moved to approve up to \$2,500 for a new computer for the clerk.**

**Tammy Matzke second, motion carried 3-0. [Lacy-aye, Mergen-aye, Matzke-aye]**

**Board of Audit –** The Board of Audit will meet **in-person** Tuesday, Feb 2, 2021 at 5:00 at Oronoco City Hall. Masks are required and social distancing will be observed.

**Ken Mergen moved to adjourn at 7:00pm. Tammy Matzke second, motion carried 3-0. [Lacy-aye, Mergen-aye, Matzke-aye]**

Respectfully Submitted,

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Lucy Shonyo, Clerk

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Charlie Lacy, Chair