

**MINUTES – ORONOCO TOWN BOARD
REORGANIZATION MEETING
APRIL 11, 2022 5:00 PM**

Chair Charlie Lacy called the meeting to order at 5:00 pm. 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 Ken Mergen would chair the Oronoco Town Board and Tammy Matzke would serve as vice-chair.

Supervisor Mergen took the chair position.

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

- Roads & Bridges – Ken Mergen
- OTPAC – Charlie Lacy
- Pine Island Fire District Representative – Tammy Matzke, Kim Stanton
- Pine Island Community Planning Team (CPT) – a supervisor will attend as able
- Board of Appeal & Equalization – All supervisors have completed training.
- Olmsted County Township Officer's Assoc (OCTOA) – Any or all supervisors will attend. Notice that a quorum may attend and the meeting dates has been posted.
- Broadband – Tammy Matzke, Kim Stanton. This responsibility will be phased out as the township is nearing completion of the project.
- Special Assessment Inquires – Kim Stanton
- Website Management – Kim Stanton
- Weeds – Tammy Matzke
- Utilities Inquiries – Tammy Matzke
- ARPA – Kim Stanton

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

Town Board Meetings – In January 2022 the regular monthly meeting date was changed to the second Monday monthly. The time and place remain unchanged (5:30pm, Oronoco City Hall, 115 2nd St. NW). Any changes necessitated by weather or any other reason will be posted.

OTPAC (Oronoco Township Planning Advisory Commission) meets, as needed, on the third Monday at 6:00pm at City Hall. These meetings are managed by Olmsted County Planning.

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[At this point the meeting was continued under after the regular monthly town board meeting adjourns. This meeting reconvened at 8:40 pm.]

Oronoco Food Shelf – A report with financials was submitted for the annual meeting.
Supervisor Mergen moved to donate \$500 per quarter to the Oronoco Food Shelf. Supervisor Matzke 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 Oronoco City Hall, 115 NW 2nd St, open during their business hours; the lobby of the Oronoco Post Office, open 24/7; and the Township website <http://www.oronocotownship-mn.gov/>, available 24/7. The board at the Post Office is now a shared posting site. Township notices are on bright yellow paper.

Per Resolution 10217B, adopted Oct. 2, 2017, Resolution Establishing a Policy for the Compensation and Reimbursement of Town Officers, 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. **Supervisor Matzke moved to increase the per hour rate from \$20 to \$30 for board members’ work on behalf of the township and other meetings attended. Supervisor Mergen second, motion carried 3-0.**

Supervisor Mergen moved to increase OTPAC member per meeting attended payment from \$60 to \$70. Supervisor Matzke second, motion carried 3-0.

Supervisor Mergen moved to increase payment to the annual meeting moderator from \$60 to \$70 and payment to election judges from \$20/hour to \$25/hour. Supervisor Matzke second, motion carried 3-0. Election judge payment includes training time, time spend conducting elections, ballot board activities and other election related activities.

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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.

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

Clerk Shonyo informed the board that Donna Beyer, New Haven Township Clerk, is the new **deputy clerk** for Oronoco Township. Former deputy clerk Dale Thomford is now a supervisor.

The board agreed to continue the **monthly meeting agenda format** of placing public hearings and other county 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 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].

The board was informed of **routine periodic bank transfers**: Minnesota Retirement (monthly), safe deposit box rental (1x/year), and Minnesota withholdings (1x/year). The board sees these payments as they occur on CTAS reporting, but there are no paper checks.

Supervisor Mergen moved to adjourn at 9:10pm. Supervisor Matzke second, motion carried 3 – 0.

Respectfully Submitted,

Lucy Shonyo, Clerk

Ken Mergen, Chair