

SALEM TOWN BOARD MEETING

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January 8, 2025

Members Present: Brian Connelly Sonya Mansfield
 Diana Connelly Rick Lutzi
 Drew Moessner

The meeting was called to order at 7:14pm by Brian Connelly with the pledge of allegiance.

Drew Moessner made a motion to approve the agenda. Rick Lutzi seconded the motion. The motion passed unanimously.

The claims presented for payment tonight are as follows:

Claim No. 11854 to 11916
 Debit Card Disbursements
 The total for claims presented tonight is \$20,418.73

Payroll Checks 11854 to 11858
 The total for payroll presented tonight is \$2,622.99

Drew Moessner made a motion to approve the claims as presented. Rick Lutzi seconded the motion. The motion passed unanimously.

The mail was reviewed.

SECRETARY'S REPORT

Drew Moessner made a motion to approve the minutes of December 4, 2024, Town Board meeting. Rick Lutzi seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

Diana Connelly read the treasurer's report:

Beginning Balance		\$447,058.14
Total Receipts		\$ 164,776.96
Total Disbursed		\$ 47,268.23
Ending Balance		\$564,566.87
Outstanding Balance		\$ 0.00
Total Per Bank Statement		\$564,566.87

Certificates of Deposit

71232	4.750%	\$158,048.48
71233	4.750%	\$ 53,575.76
71266	4.750%	\$104,640.56
71267	4.750%	\$154,344.83
71321	5.250%	\$ 27,369.79
71522	4.700%	\$ 25,856.26
Total		\$523,835.68

Brian Connelly made a motion to approve the treasurer's report as presented. Drew Moessner seconded the motion. The motion passed unanimously.

Brian Connelly made a motion to allow Diana Connelly to re-invest CD 71266 and CD 71267 at the best rate available. Rick Lutzi seconded the motion. The motion passed unanimously.

OLMSTED COUNTY SHERIFF
Zach Wagner did not attend.

OLD BUSINESS

TCPA MEETING

Rick Lutzi reported on the December and January meeting. Discussed contracts for the two employees as Mr. Meir retired in December. The negative revenue issue continues, December was \$18,000.00 in revenue and expenses were \$40,000.00. January to date was \$15,000.00 in income and \$33,000.00 in expenses. The year end for balance 2024 was negative \$145,000.00. TCPA provided a breakdown comparable to a revenue base year in comparison to 2024, which was 2022. In 2022, TCPA revenue was \$502,000.00 with CMS expenses a \$130,000.00. In 2024, the revenue was \$546,000.00 and CMS expenses were \$345,000.00. Jared and Ethan of TCPA are actively studying the finances, and comparing funds, permits and aid with Olmsted County. The TCPA Board is going to set up a meeting with David Dunn of Olmsted County Planning to clear the air on issues with TCPA staff.

CLERK'S REPORT

Sonya Mansfield reported on the Snow Event on Friday, December 20, 2024

Numerous resident complaints by phone call or text message about the Township Roads not being plowed due to 5.9 inches of snowfall which fell on Thursday, December 19 to Friday December 20, 2024.

One resident complained about their mailbox being hit by the snowplow. This will be taken care of by Todd Bucknell.

Resident complaints of Township roads not being plowed until Saturday, December 21, 2024.

Resident complaints of Township roads not being plowed until Sunday, December 22, 2024.

Complaints and Board expectations were discussed with Todd Bucknell.

Questions by Township Residents:

What is the contract guidelines for snow plowing during snowfall, after snowfall?

Can snowplowing be done overnight/early AM hours?

Is snowplowing only to be done during daylight hours?

What is the timeframe and plan to get Township Roads plowed?

Contacted via email by Olmsted County Deputy Joseph Neumann – Saturday, January 2, 2025

"I just wanted to inform you that at on 60th Ave and 52nd St. SW there was a vehicle accident. There was potentially some very minor damage to a culvert at that location. I cannot say for 100% certainty that the damage to the culvert was due to this accident, however we did notice it when we were investigating the accident. It is my opinion that the damage in no way effects the functionality of the culvert, that being said I feel that it is my job to inform someone on the board about this. If you have any questions, please feel free to reach out to me via email. Drew Moessner inspected the culverts and the culvert is fine."

Burning Permits

Sonya Mansfield has received numerous calls, emails, or text messages on obtaining a burning permit. The response has been to direct residents to the DNR website to purchase their burning permit. A link to the DNR is provided to the residence or give directions to the Township website. The Township webpage has been updated with a link to the DNR website for residents to obtain a burning permit. All responses from residents have been positive and feedback has been positive with navigating the DNR website to purchase burning permits being easy and slick.

ROADS

Drew Moessner will be on Roads for January.

PLANNING AND ZONING

Drew Moessner will contact GGG and get status on the open acre calculations.
 Need to advertise P&Z Board meetings in the newsletter.
 Meeting in January with CUP reviews and a Zone change.

NEW BUSINESS**OLMSTED COUNTY LAND USE AMENDMENT**

Drew Moessner attended the meeting on December 11, 2024, on the proposed Olmsted County Land Use Ordinance Amendment. Drew Moessner reported on the process and the issues of Olmsted County and the City of Rochester.

CANNABIS LICENSES

The Board reviewed Cannabis resources from Olmsted County pertaining to Cannabis Retailer Registration for initial registration for licenses in Olmsted County at fourteen (14) and delegating registration authority for cannabis businesses to Olmsted County.

RESOLUTION 2025-7 CANNABIS RETAILER REGISTRATION AGREEMENT

Brian Connelly made a motion to approve Resolution 2025-7, Cannabis Retailer Registration Agreement. Drew Moessner seconded the motion. The motion passed unanimously.

RESOLUTION 2025-3, ADMINISTRATIVE POLICY

Brian Connelly made a motion to approve Resolution 2025-3, Administrative Policy. Rick Lutzi seconded the motion. The motion passed unanimously.

RESOLUTION 2025-4, COMPENSATION AND REIMBURSEMENT OF TOWN OFFICERS

Drew Moessner made a motion to approve Resolution 2025-4, Compensation and Reimbursement of Town Officers. Rick Lutzi seconded the motion. The motion passed unanimously.

RESOLUTION 2025-5, COUNTY ABSENTEE VOTING ADMINISTRATION AGREEMENT

Brian Connelly made a motion to approve Resolution 2025-5, County Absentee Voting Administration Agreement. Drew Moessner seconded the motion. The motion passed unanimously.

RESOLUTION 2025-6, VOTING OPERATIONS, TECHNOLOGY & ELECTION RESOURCE (VOTER) ACCOUNT AGREEMENT

Rick Lutzi made a motion to approve Resolution 2025-6, Voting Operations, Technology & Election Resource (Voter) Account Agreement. Drew Moessner seconded the motion. The motion passed unanimously.

BOARD OF CANVAS

Brian Connelly made a motion to set the Board of Canvas for March 12, 2025, at 6:00pm at the Salem Town Hall. Drew Moessner seconded the motion. The motion passed unanimously.

TOWNSHIP ELECTION BALLOTS

Drew Moessner made a motion to have 100 ballots printed for the March Township Elections. The motion was seconded by Rick Lutzi. The motion passed unanimously.

LEGAL NEWSPAPER

Drew Moessner made a motion to designate the Rochester Post Bulletin as the newspaper for postings. The motion was seconded by Rick Lutzi. The motion passed unanimously.

LEGAL DEPOSITORY

Rick Lutzi made a motion to designate the First Security Bank of Byron as the Townships legal depository. The motion was seconded by Drew Moessner. The motion passed unanimously.

BOARD OF AUDIT

Brian Connelly made a motion to have the Board of Audit on February 5, 2025, after 8:30pm at the Salem Town Hall. Rick Lutzi seconded the motion. The motion passed unanimously.

Brian Connelly made a motion for the Township Clerk to post the Board of Audit information with the newspaper. The motion was seconded by Drew Moessner. The motion passed unanimously.

END OF YEAR REPORTS & FILINGS

Sonya Mansfield will prepare the end of the year reports and filings with appropriate entities as follows:

- Workers Compensation Audit to MATIT
- Process W-2's print and mail
- 1099-NEC and/or 1099 Misc; 941/940 for the year
- State Withholding
- PERA Exclusion Report

TOWNSHIP NEWSLETTER

Diana Connelly will prepare and email the Township Newsletter to the Board Members.

ANNUAL MEETING SPREADSHEETS

Sonya Mansfield is preparing the Annual Meeting spreadsheets and information for the Board of Audit and Annual Meeting.

STATUS OF ITEMS DISCUSSED LAST MONTH

None.

ITEMS BROUGHT FORWARD BY BOARD MEMBERS

Diana Connelly – New laptops for the Clerk and Treasurer have been received. The Clerk's old laptop will be given to Teresa Carstensen to use as the Planning and Zoning Secretary. Working on the newsletter. The American flag is at half-staff until January 29, 2025.

Sonya Mansfield – Working thru CTAS Software updates with reimbursements and payroll.

Brian Connelly – Nothing.

Rick Lutzi – Family Leave criteria and the impact on the Township.

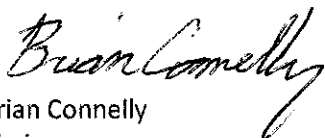
Drew Moessner – Town Hall updates and how to proceed.

CITIZEN COMMENT

None.

Drew Moessner made a motion to adjourn the meeting at 10:30pm. Rick Lutzi seconded the motion. The motion passed unanimously.

Respectfully submitted,



Brian Connelly
Chairman



Sonya Mansfield
Clerk