

## SALEM TOWN BOARD MEETING

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June 5, 2024

Members Present:      Brian Connelly                  Sonya Mansfield  
                                  Diana Connelly                  Sharon Petersen  
                                  Rick Lutzi

Members Absent: Drew Moessner

The meeting was called to order at 7:11pm by Brian Connelly with the pledge of allegiance.

Rick Lutzi made a motion to add Jered Staton of TCPA to the agenda to discuss the Floodplain Ordinance. Brian Connelly seconded the motion. The motion passed unanimously.

Rick Lutzi made a motion to approve the agenda with additions. Brian Connelly seconded the motion. The motion passed unanimously.

The claims presented for payment tonight are as follows:

Claim No. 11721 to 11738

Payroll Checks 11578 to 11583

The total for claims presented tonight is \$155,178.64

Brian Connelly 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

Rick Lutzi made a motion to approve the minutes of the May 1, 2024, Town Board meeting as presented. Brian Connelly seconded the motion. The motion passed unanimously.

Rick Lutzi made a motion to approve the Special Meeting Minutes held on May 6, 2024. Brian Connelly seconded the motion. The motion passed unanimously.

### TREASURER'S REPORT

Diana Connelly read the treasurer's report:

Beginning Balance	\$347,483.82
Total Receipts	\$ 20,676.28
Total Disbursed	\$ 20,072.47
Ending Balance	\$348,087.63
Outstanding Balance	\$ 0.00
Total Per Bank Statement	\$348,077.63

### Certificates of Deposit

70945	2.000%	\$122,625.00
70946	1.500%	\$ 25,660.09
71232	4.050%	\$154,352.48
71233	4.050%	\$ 52,322.88
71266	4.500%	\$103,415.86
71267	4.500%	\$152,538.40
71321	5.250%	\$ 26,696.55

Total		\$637,611.26
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Federal Grant-COVID Funds for \$7,210.00 needs to be zero out the fund. Rick Lutzi made a motion to take the funds out of the Road and Bridge Fund to zero the account. Brian Connelly seconded the motion. The motion passed unanimously.

Diana Connelly reported CD 71321 maturity date is 7/31/2024. Diana Connelly suggested the funds to pay for Rock come out of the CD's which mature in August to avoid a penalty.

Brian Connelly made a motion to designate the funds for Rock and Fire service to be appropriated with the numbers associated with the Federal Grant-COVID Funds. Rick Lutzi seconded the motion. The motion passed unanimously.

Rick Lutzi made a motion to approve the treasurers report as presented. Brian Connelly seconded the motion. The motion passed unanimously.

#### **OLMSTED COUNTY SHERIFF**

Deputy Zach Wagner did not attend.

#### **TCPA**

Jered Staton MOU (Memo of Understanding) for Olmsted Floodplain and Shoreland Ordinance. The Township has three option to consider: accept the Olmsted County's ordinance, request revision to the MOU or begin the process of adopting the new Floodplain ad Shoreland ordinances as outlined in the MOU. need to have a Floodplain and Shoreland Ordinance approved by the Department of Natural Resources (DNR) for review. The Township would like to review the documents presented and offer comments to TCPA.

#### **OLD BUSINESS**

##### **TCPA MEETING**

Drew Moessner attended the meeting and submitted a report. Net revenue for April was negative due to three salaries but also included an extra \$4000 charge form CMS. The extra charges should not have been billed in March. This problem is part of the missing charges. These bills should not be happening anymore with the new systems being put in place. Jered Staton will be working to correct these problems as the losses are unsustainable. TCPA permits are now available online and this is going well. Flat fee permits can be paid online. Township residents tax rates were not lowered back when TCPA took over as our administrator. A substantial rebate should be given to the Townships and there will be more information on this in the future. The bylaws are included with the Drew Moessner's report but there are some small revisions coming next month. Moved money from the money market account to the checking account.

Rick Lutzi will attend the June TCPA meeting.

##### **OCTA MEETING**

Rick Lutzi and Sonya Manfield attended the May OCTA Meeting at Elmira Township. Items discussed at MAT District 1 Meeting is August 6, 2024, in Caledonia. ROCOG did not have a meeting, there is a meeting scheduled for June 2024. Olmsted County Planning Advisory Commission had a meeting approved storage units on Marion Road to the County Commissioners. Sheriff Torgerson discussed marijuana has been an issue to enforce, and lots of changes at the Sheriff's office with retirements. Ben Johnson discussed County projects, County Road 3 box culvert and bridge projects. Carla Nelson discussed the legislative session and how the session ended; brought an example of the 1400-page bill passed at the end. Olmsted County Commissioners spoke of the waste to energy recycling center updates.

#### **ROADS**

CLERK'S REPORT – Started a Call Log to track resident issues and follow-up. JUNE – Election Mandatory Training for State Primary Election on August 13, 2024, with Olmsted County. Drew will be meeting with Mickey Elias on June 10 at the Town Hall.

Planning & Zoning Meeting on June 19, 2024, at 7:00pm, for seven CUP for Annual Reviews.

Request from a resident for a fire sign, need cost. In 2023 the Fire Sign Cost was:

Post	\$20.00
Hardware	\$ 4.00
Sign	\$35.00
Sub-Total	\$59.00
Sales Tax	\$ 4.36
Grand Total	\$63.36

Nokomis Energy – Solar Garden Inquiry – TCPA sent a letter, and this inquiry is complete.

Chad & Edee Guetter - Inquiry on building requirements for property zoned A2. Referred them to contact TCPA.

Driveway Culvert Invoices have not been paid. Rick Lutzi will inquire with residents to pay the invoice.

Road Projects (Todd Bucknell) the completed road projects which look good, and roadway curves are all improved. Roads which were rocked this year are in really good shape. The roads which did not receive rock will need rock in the future. The 85<sup>th</sup> and 50<sup>th</sup> intersection has large balls of dirt in the ditch to get the crown back in the road and the grading needs to roll the dirt to the ditch. Major ditch overhaul on 35<sup>th</sup> Street on south side, tree removal, talked to David Hildebrandt and he has enough work and is fine with Bucknell removing the trees. Eric DeCook will take the dirt. Todd Bucknell will submit an estimate for this project.

Drew Moessner talked with Canisteo Township about box culvert on township line road and Dodge/Olmsted County line road which needs an inspection and repair. Possibly look at having four entities (Salem Township, Canisteo Township, Dodge County and Olmsted County) look at the box culvert and develop a plan to repair or replace with cost sharing.

Rick Lutzi reported on discussion with Ben Johnson, Olmsted County Engineer at OCTOA meeting pertaining to box culvert on 120th Avenue is a four-entity ownership by Canisteo Township, Salem Township, Dodge County and Olmsted County. The box culvert is considered a bridge. Olmsted County has added the box culvert to the bridge project list. Canisteo Township does not have funds to contribute, Olmsted County will take the lead and grant funds may be available from MnDOT.

Rick Lutzi is on Roads for June.

#### NUISANCE ORDINANCE

Brian Connelly will continue to work on recommendations from the attorney to prepare a version for the July meeting.

#### CHLORIDE

Chloride applied on Township Roads and Intersections on May 23, 2024

Total \$18082.00 Chloride sold to residents

Total Chloride bill: \$28439.50

Chloride went well, flags marked on some spots and not in others. Some residents had the flags marked farther than paid and will be billed. The 40th Street SW whole road length is 3045 feet, reference this length for next year. A resident complained about chloride applied in the wrong spot, but no details were indicated with payment. Brian Connelly will call Freeborn and see if chloride can be applied for this resident. Then Brian Connelly will contact the resident with options.

Send Invoices to Heath Tagtow for \$120.00 for 200 additional feet of chloride and to Chris DeCook for two 300-foot areas for additional chloride for \$200.00. Sonya Mansfield will send invoices to both parties.

#### 2024-2025 VENDOR CONTRACTS

Need signatures on returned Contracts. Need contracts from Orth Farms, and Clint Larsen.

**NEW BUSINESS****PLANNING AND ZONING**

TCPA recommended the Town Board contact our Engineer to complete the calculations for open acres of the Builders Sand pit to update bond amount.

Brian Connelly made a motion to appoint Patrick Mansfield to Salem Planning and Zoning as a Full-time Board member. Rick Lutzi seconded the motion. The motion passed unanimously.

Reviewed old bond report to determine which bonds need to be renewed.

**STEVE & HEATHER TLOUGAN CUP 97-11 (247 63RD AVENUE SW)**

Will discuss next month.

**ERIC DECOOK**

Applied for a temporary construction permit for the Olmsted County Road 5 project. Eric DeCook and Jerod Staton from TCPA discussed with the Board the plan. A temporary permit is only good for 90 days and Mr. DeCook may need to apply for a Conditional Use Permit (CUP) or an Interim Use Permit (IUP). Weekly meeting on-site at the construction trailer at Eric DeCook's pit on Wednesday's at 10:00am. Milling of the road will begin June 11, some millings will be stockpiled in his pit area. Some truck traffic will be using County Road 25 to enter and exit Eric DeCook's pit due to road closure. Rick Lutzi mentioned maintaining dust control for the residents across from the driveway to the pit. Eric DeCook will be hauling dirt back to his pit on Sunday, August 25 for the PBR Rodeo in Rochester.

**KMTEL FIRBER SERVICE**

A correspondence between KMTEL and Drew Moessner on fiber optic connection. Need to sign up for the pre-registration for service. Brian Connelly made a motion to register for the hook-up with KMTEL. Rick Lutzi seconded the motion. The motion passed unanimously.

**MBT BANK LOAN – WILLOW RUN**

Rick Lutzi made a motion to pay off the remaining balance of the loan of approximately \$5800.00. Brian Connelly seconded the motion. The motion passed unanimously.

**STATUS OF ITEMS DISCUSSED LAST MONTH**

KBS Estimated was emailed to Town Board Members.

**ITEMS BROUGHT FORWARD BY BOARD MEMBERS**

Sharon Petersen – Nothing.

Sonya Mansfield – Nothing.

Brian Connelly – Nothing.

Rick Lutzi – Nothing.


Diana Connelly – Applied for Presidential Primary Election Reimbursement. June 17, 2024, Town Hall hours 1-4pm.

**CITIZEN COMMENT**

None.

Rick Lutzi made a motion to adjourn the meeting at 9:38pm. Brian Connelly seconded the motion. The motion passed unanimously.

Respectfully submitted,

  
Brian Connelly  
Chairman

  
Sonya Mansfield  
Clerk