

# SALEM TOWN BOARD MEETING

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March 11, 2026

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

The meeting was called to order at 7:13pm by Rick Lutzi with the pledge of allegiance.

Brian Connelly made a motion to approve the agenda with moving the Metes & Bounds Subdivision review after the Olmsted County Sheriff. Drew Moessner seconded the motion. The motion passed unanimously.

The claims presented for payment tonight are as follows:

|   |             |
|---|-------------|
| Claim No. 12124-12134                             | \$ 5,630.13 |
| Debit Card Disbursements                          | \$ 1,401.75 |
| The total claims presented tonight is \$ 7,031.88 |             |

|   |
|---|
| Payroll Checks 12052, 12057-12067                 |
| The total payroll presented tonight is \$4,713.84 |

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

The mail was reviewed.

## SECRETARY'S REPORT

Brian Connelly made a motion to approve the minutes of February 4, 2026, Town Board meeting. Drew Moessner seconded the motion. The motion passed unanimously.

Drew Moessner made a motion to approve the minutes of February 4, 2026, Board of Audit meeting minutes. Brian Connelly seconded the motion. The motion passed unanimously.

## TREASURER'S REPORT

Diana Connelly read the treasurer's report:

|                          |              |
|--------------------------|--------------|
| Beginning Balance        | \$497,739.80 |
| Total Receipts           | \$ 27,169.91 |
| Total Disbursed          | \$ 21,550.13 |
| Ending Balance           | \$503,359.58 |
| Outstanding Balance      | \$ 0.00      |
| Total Per Bank Statement | \$503,359.58 |

## Certificates of Deposit

|       |        |              |
|-------|--------|--------------|
| 71232 | 4.000% | \$159,673.56 |
| 71233 | 4.000% | \$ 54,126.64 |
| 71321 | 3.750% | \$ 28,867.54 |
| 71522 | 4.100% | \$ 27,575.45 |
| 71667 | 4.000% | \$153,066.58 |
| 71823 | 4.00%  | \$162,900.84 |
| 71824 | 4.00%  | \$110,441.25 |
|       | Total  | \$696,651.86 |

Drew Moessner made a motion to approve the Treasurer to re-invest CD #71667 with \$100,000.00 for the best rate possible and place remaining CD amount into Town Hall Updates. Rick Lutzi seconded the motion. The motion passed unanimously.

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

#### **OLMSTED COUNTY SHERIFF**

Deputy Zach Wagner attended the meeting. He gave an update on the Dangerous Dog Ordinance from Olmsted County. Presented some statistics of our Township, in 2025 Salem Township had 385 calls for service, of which 170 were traffic stops, 23 Animal Calls and 30 Medical Calls.

#### **METES & BOUNDS SUBDIVISION**

Metes & Bounds Subdivision – Section 35; Estate of Marvin G. Viker by applicant Dawn M. Wehrs. Ethan Kaske of TCPA presented the Metes & Bounds Subdivision to divide the existing 40-acre parcel into two 20-acre parcels for estate purposes. Property is A-2 (Agricultural Protection District), Permit STMB-26-01. Brian Connelly made a motion to approve the Metes & Bounds with staff conditions. Drew Moessner seconded the motion. The motion passed unanimously.

#### **OLD BUSINESS**

##### **TCPA MEETING**

Rick Lutzi reported on the February meeting.

Rick Lutzi attended the February meeting. Working to build up the TCPA market account. CMS will be applying a rate increase for inspection and evaluation of permits. Financial for January were negative \$8000.00

Rick Lutzi attended the March meeting. Amendment change to an existing CUP will be the same fee as applying for a new CUP. Discussed corresponding with TCPA on legal issues which concern planning issues to assist with obtaining more knowledge. In 2025 TCPA had 17 total CUP applications, thus far for 2026, 8 applications. Financial for February were negative \$5000.00.

##### **ROADS**

Rick Lutzi will be on Roads for March.

Discussed plan for upcoming potential snowstorm March 14-16, 2026, with Todd Bucknell. Mr. Bucknell stated two employees would be available to plow roads.

##### **PLANNING AND ZONING**

Drew Moessner will work on calculations for open acres of sand pits to update bond amount.

Reviewed the bond report. Rick Lutzi will contact bond owner expiring in March.

Next Planning and Zoning meeting is scheduled for June 17, 2026.

#### **NEW BUSINESS**

The Board opened and reviewed the Quotes for Services 2026-2027.

Drew Moessner made a motion to accept the Olmsted Aggregate Township Road Rock quote as the primary and Paulson Rock Products quote as the secondary. Brian Connelly seconded the motion. The motion passed unanimously.

Brian Connelly made a motion to accept the Bruce Bucknell Construction for Township Summer Road Grading. Farmer's Topsoil as the secondary. Rick Lutzi seconded the motion. The motion passed unanimously.

Drew Moessner made a motion to accept the Bruce Bucknell Construction quote for Snowplowing as the primary and Farmer's Topsoil as the secondary. Brian Connelly seconded the motion. The motion passed unanimously.

Drew Moessner made a motion to accept the Bruce Bucknell Construction quote for Road Right-of-Way Maintenance as the primary and Clint Larsen and Farmer's Topsoil as the secondary. Brian Connelly seconded the motion. The motion passed unanimously.

Brian Connelly made a motion to accept the Dan Lutzi Services quotes for Town Hall snow plowing, Town Hall mowing, ditch cutting, and debris clean-up as the primary. Drew Moessner seconded the motion. The motion passed unanimously.

Brian Connelly made a motion to authorize the Clerk to submit the 2027 Levy Information to Olmsted County. Drew Moessner seconded the motion. The motion passed unanimously.

The Board of Appeal and Equalization meeting with Olmsted County will be on April 8, 2026, from 3:30pm-4:00pm.

WILLOW RUN MAINTENANCE FUND – Sonya Mansfield & Diana Connelly will verify amounts and update as needed.

#### **STATUS OF ITEMS DISCUSSED LAST MONTH**

- Champion Property – Drew Moessner reported property was taken off the market, appliances were removed. Property will potentially go on the market in the spring.
- Maureen Kuehn – Leitzen Sand Pit Dredging – Drew Moessner reported insulated garage doors to build a box to go around the engine for noise control.
- Town Hall Updates – Drew Moessner reported on discussion with Gary Leitzen about the land to be obtained from Leitzen. Trying to stake a building footprint.
- Steve Tlougan CUP 97-11 – Drew Moessner stated the Olmsted County views the County CUPs under the jurisdiction of Salem Township. Drew Moessner will continue to work with the County.
- SAM number was good through March 2026.
- Storm disaster funds from June 2025 from State has been applied for.
- Brian Connelly is working on Canisteo Roadway Agreement.

#### **ITEMS BROUGHT FORWARD BY BOARD MEMBERS**

Diana Connelly – Will contact Salem Sailors for ditch pick-up to be completed by April 30. Sonya Mansfield will contact Boy Scouts.

Sonya Mansfield – Affordable Portables letter was sent; we have received no invoices.

Drew Moessner – None.

Rick Lutzi – None.

Brian Connelly – Set the date for Road Inspections on April 6, 2026 at 3:00pm

#### **CITIZEN COMMENT**

None.

Brian Connelly made a motion to adjourn the meeting at 10:25pm. Drew Moessner seconded the motion. The motion passed unanimously.

Respectfully submitted,

Rick Lutzi  
Chairman

  
Sonya Mansfield  
Clerk