SALEM TOWN BOARD MEETING
www.salemmn.com
December 3, 2025

Members Present: Brian Connelly, Diana Connelly, Sonya Mansfield, Rick Lutzi

Member Absent: Drew Moessner

The meeting was called to order at 7:20pm by Rick Lutzi with the pledge of allegiance.

Brian Connelly 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. 12038-12042, 12106-12111
Debit Card Disbursements
The total claims presented tonight is $7,671.39

Payroll Checks 12031-12037
The total payroll presented tonight is $3,416.92

Brian Connelly made a motion to approve the claims as presented with holding payment to Couri & Ruppe until clarification is obtained on the statement. 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 November 5, 2025, Town Board. Brian Connelly seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

Diana Connelly read the treasurer's report:

Beginning Balance	$390,556.73
Total Receipts	$ 2,074.70
Total Disbursed	$ 45,520.43
Ending Balance	$347,111.00
Outstanding Balance	$ 6,385.01
Total Per Bank Statement	$ 353,496.01

Certificates of Deposit

71232	4.000%	$159,673.56
71233	4.000%	$ 54,126.64
71321	4.000%	$ 28,014.48
71522	4.100%	$ 27,023.00
71667	4.000%	$153,066.58
71823	4.00%	$162,900.84
71824	4.00%	$110,441.25
	Total	$695,246.35

Brian Connelly made a motion to approve the treasurer's report as presented. 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 November meeting. Reminder to Townships to have residents obtain permits from TCPA for such improvements as roofs, window replacements, electrical updates, etc... Informed about the contract negotiations for Ethan Kaske and Janell Finck at TCPA. Financial status thus far is negative $29,000. The lag of permit payments to TCPA needs to be adjusted.

Rick Lutzi will attend the December meeting.

ROADS
Rick Lutzi will be on Roads for December.

PLANNING AND ZONING
Drew Moessner will get the formula for re-calculating bond amount from TCPA.
Reviewed the bond report, as bonds are up to date.
Next Planning and Zoning meeting is scheduled for January 21, 2026.

OCTOA MEETING
Sonya Mansfield and Rick Lutzi attended the OCTOA meeting held on November 25, 2025, at Haverhill Township.
MAT Annual Meeting will be December 11-12, 2025. Township at the Capital will be March 2, 2026.

NEW BUSINESS
Affordable Portables – Rick Lutzi will contact and explore other options.
GGG 2023 Unpaid Bill – Rick Lutzi will look into the invoice.

Approve RESOLUTION 2026-1, 2026 TOWN BOARD MEETING DATES

Rick Lutzi made a motion to approve Resolution 2026-1. Brian Connelly seconded the motion. The motion passed unanimously.

Approve 2026-2, SCHEDULE OF REGULAR MEETINGS FOR SALEM TOWNSHIP

Rick Lutzi made a motion to approve the Resolution 2026-2. Brian Connelly seconded the motion. The motion passed unanimously.

Review RESOLUTION 2026-3, ADMINISTRATIVE POLICY
Review RESOLUTION 2026-4, COMPENSATION

CITY OF BYRON FIRST RESPONDER/FIRE SERVICE CONTRACT

Rick Lutzi made a motion to sign the contract. Brian Connelly seconded the motion. The motion passed unanimously.

Review POLLING HOURS FOR TOWNSHIP ELECTIONS

- Polling Hours 4:00 pm to 8:00 pm, Annual Meeting after 8:15 pm

Brian Connelly made a motion to approve polling hours for Township Elections. Rick Lutzi seconded the motion. The motion passed unanimously.

Approve FILING PERIOD PUBLICATION AND POSTING NOTICE.

- Must be published by December 16

Rick Lutzi made a motion to for the clerk to process the publication and posting notice. Brian Connelly seconded the motion. The motion passed unanimously.

STATUS OF ITEMS DISCUSSED LAST MONTH

- Champion Property – No updates from Drew Moessner.
- Maureen Kuehn – Leitzen Sand Pit Dredging – No updates from Drew Moessner.
- Town Hall Updates – Reviewed information on Town Hall and property from Drew Moessner.
- Steve Tlougan CUP 97-11 – No updates from Drew Moessner.
- Board of Appeals & Equalization Training

ITEMS BROUGHT FORWARD BY BOARD MEMBERS

Diana Connelly – None.
Sonya Mansfield – None.
Rick Lutzi – Speed Limit sign on 63rd Avenue can be drop to 25 mph with a resolution.
Brian Connelly – None.

CITIZEN COMMENT

None.

Brian Connelly made a motion to adjourn the meeting at 9:24pm. Rick Lutzi seconded the motion. The motion passed unanimously.

Respectfully submitted,

Rick Lutzi
Chairman

Sonya Mansfield
Clerk