

**SALEM TOWNSHIP  
TOWN BOARD MEETING  
www.salemmn.org  
March 7, 2018**

**Members Present:**           **Rick Lutzi  
Gail Fritts  
Brian Connelly  
Sharon Petersen  
Drew Moessner**

**The meeting was called to order at 7:00 p.m. by Drew Moessner with the pledge of allegiance.**

**Drew Moessner asked if the board members had any changes to the printed agenda. A motion was made by Brian Connelly and seconded by Rick Lutzi to approve the written agenda. The motion passed unanimously.**

**The board reviewed and signed claims for payment as presented. The claims and payroll are as follows:**

**The claims presented for payment tonight are as follows:  
Claim No. 9812 to 9828 and 9835  
Town Board Payroll from 9829 to 9834**

**The total of claims and payroll presented tonight for payment total \$17,535.41**

**A motion was made by Brian Connelly and seconded by Rick Lutzi to approve the claims for payment as presented. The motion passed unanimously.**

**The mail was reviewed by board members.**

#### **Secretary's Report**

**After review, a motion was made by Rick Lutzi and seconded by Brian Connelly to approve the written secretary's report for the town board meeting as submitted. The motion passed unanimously.**

**The Board of Audit report was reviewed by board members and a motion was made by Rick Lutzi and seconded by Brian Connelly to approve the Board of Audit Minutes as submitted. The motion passed unanimously.**

#### **Treasurer's Report**

**Gail Fritts gave the Treasurer's Report as follows:**

<b>Beginning Balance</b>	<b>\$ 99,032.94</b>
<b>Total Receipts</b>	<b>\$ 24,881.69</b>
<b>Total Disbursed</b>	<b>\$ 31,074.05</b>
<b>Ending Balance</b>	<b>\$ 92,840.58</b>

**We have the following Certificates of Deposit:**

<b>58237-1</b>	<b>1.1%</b>	<b>4/8/2018</b>	<b>\$37,976.67</b>
<b>58851</b>	<b>.85%</b>	<b>3/8/2018</b>	<b>\$41,890.22</b>
<b>70062</b>	<b>1.1%</b>	<b>10/8/2018</b>	<b>\$28,260.74</b>
<b>70271</b>	<b>1.25%</b>	<b>1/8/2019</b>	<b>\$ 8,028.04</b>
<b>Total</b>			<b>\$116,155.67</b>

**The total funds available as of February 28, 2018 is \$210,420.30.**

**The Certificate of Deposit coming for renewal on March 10, 2018 will accrue \$176.57. It will be renewed at 1.25% for one year.**

**After review, a motion was made by Brian Connelly and seconded by Rick Lutzi to approve the treasurer's report as given. The motion passed unanimously.**

#### **TCPA**

**Russel and Wendy Bach  
Metes and Bounds Subdivision**

**Dave Meier gave the report on this request. This is a request to sub-divide a five-acre non-farm parcel from the forty-acre parcel that they have recently purchased. This is for a future building site. They will be working with the township board on converting a field access to a residential access with work to clean the ditch that has to be completed. The staff recommends approval of this request with the stipulation that they provide a survey that meets Salem Township Ordinance requirements.**

**After review, a motion was made by Rick Lutzi and seconded by Brian Connelly to approve the metes and bounds subdivision per the staff recommendations. The applicant will work with the town board to get approval of a residential driveway. The motion passed unanimously.**

**Thomas R Ferris  
Metes and Bounds Subdivision**

**Dave Meier gave the report for this request. This is a request to sub-divide a five acre non-farm parcel for a dwelling for his son to build a residence on the property. There is an existing driveway that serves a property owned by Bryce DeCook. This request requires a 66-foot easement thru his property. The board reviewed this request and asked questions about the existing easement that would have to be increased.**

After review, a motion was made by Brian Connelly and seconded by Rick Lutzi to approve the metes and bounds subdivision per the staff recommendations. The motion passed unanimously.

Olmsted County Sheriff was not present

## **OLD BUSINESS**

### **TCPA Meeting**

Brian Connelly reported on the last TCPA Meeting. Finance for TCPA were reviewed. The web site will be handled by David Meier. Some additional equipment, such as an external hard drive will be purchased.

Rick Lutzi will attend the March 14, 2018 meeting at 1:00 p.m.

## **ROADS**

The clerk's report was reviewed by board members.

Willow Run will be addressed by board members at a future meeting. Rick Lutzi has already contacted Jim Pearson about the breakdown on the road. Pictures of the current condition have been taken. We should make a request for representatives from Willow Run to come to our April board meeting and discuss what we need to do going forward. Dave Walters has been hiring a pickup with a plow will be plowing this for the rest of this season.

The ditch on 50<sup>th</sup> and 80<sup>th</sup> Avenue needs to be cleaned this year.

Tom Ferris felt the roads have been done well this season. Tom Ferris would like to town board to look at the snowplowing policy and update it to reflect the needs of residents who need to be able to get it out to jobs seven days a week.

Dave Walters stated the board needs to pay attention to trees that need to be trimmed. The board will look at that on road inspections this spring.

The signs we need will have to be re-bid when we get the vendor further information.

## **WEB SITE FOR TOWNSHIP**

Sharon Petersen reported the following;

Sessions	88
Users	68
Page Views	307
Bounce Rate	32.95%
Organic Search	36
Pages Per Session	4.51

<b>Time on Page</b>	<b>1.08</b>
<b>Page Load Time</b>	<b>0.00</b>
<b>Session Duration</b>	<b>3.59</b>

## **NEW BUSINESS**

### **ANNEXATION ISSUES WITH CITY OF BYRON**

Mary Hoeft and Janna Monosmith were present to answer questions about the Kalmar Township Orderly Annexation Agreement. They are currently working on updating the Orderly Annexation Agreement with Kalmar Township. The City of Byron will be keeping Salem Township board informed of progress on the agreement they are working on with Kalmar Township.

### **BYRON FIRE DEPARTMENT**

The floor repair estimates have been received. The estimate from Jason Freese, Complete Concrete was the low bidder. The low bidder for this work has been accepted by the Fire Department. After review, a motion was made by Brian Connelly and seconded by Rick Lutzi to authorize the repairs to the floor of the fire hall. The motion passed unanimously.

### **BYRON FIRST RESPONDERS**

The new truck for the First Responders is being purchased. Currently, they have funds in the CIP fund to pay for the chassis. They maybe needing the money that the township is setting aside until they are getting the custom box fabricated, which maybe in 2019.

A question has been asked about the household count on some of the structures in Byron. While the state demography says they are counting occupied units. There is more discussion to be held on this subject. They were not sure how memory care units are counted.

### **2018 TOWNSHIP ELECTIONS**

A motion was made by Rick Lutzi and seconded by Brian Connelly to approve the purchase of food for the election judges on March 13 for township elections. The motion passed unanimously.

The town board reviewed what document had been printed for the last annual meeting. A motion was made by Brian Connelly and seconded by Rick Lutzi to approve printing 35 copies of the following documents for the annual meeting:

**Spreadsheet for Income and Expenses**

**Last Year's minutes**

**Treasurer's Report for 2017**

**Town Road Report**

The motion passed unanimously.

Sharon Petersen reported that she attended a poll book training today. We will be trying out a poll book which will print a registration receipt and a ballot receipt when you check in. The registration judge can register a new voter or check in a registered voter.

#### **QUOTE FOR SERVICE FOR APRIL MEETING**

The board approved the legal publication for Quotes for Service. A motion was made by Rick Lutzi and seconded by Brian Connelly to approve the publication of the Quotes for Service. The motion passed unanimously.

#### **NORTHERN NATURAL GAS AND MINNESOTA ENERGY PIPELINE**

John Donovan asked questions about whether these pipelines that are crossing our roads will be drilling under our township roads verses trenching across our roads. It was suggested that they will be directional boring under the roads. Also, will they be posting a bond for this work. He also had questions about whether they are planning to put any of this on our road right of way. Roger Ihrke has suggested that the companies post a bond to cover these road issues.

#### **ROCHESTER ASPHALT**

Matt Johnson was present. He had a suggestion of May 7 at 4:00 p.m. for inspection on Rochester Asphalt Site for the two-conditional use permits and deal with violations. This date is subject to confirmation by TCPA and can be re-scheduled if there is conflict.

#### **OLMSTED COUNTY ATTORNEY CONTRACT FOR SERVICE**

Drew Moessner has talked to Mike Courri and Mark Ostrem about this contract in regard for funds from the ORI number we applied for at the State of Minnesota. Drew will be in contact with Mike Courri about his discussion with Mr. Ostrem.

#### **ACCESS COMMITTEE REPORT**

Rick Lutzi reported on the initial meeting of the committee. The board reviewed sample ordinances that were given to us. We have had discussions, about some of the issues that we feel can be addressed. The next meeting will be on March 28, 2018.

John Donovan had questions about an item at our Access Meeting that if the township must take someone to court and they prevail, the township can collect attorney fees for their expense. Sharon Petersen was asked to call the Township Association to get their opinion on the validity of this language and whether it might be language we want to add to our ordinances.

#### **SPRING SHORT COURSE**

The spring short course will be March 20, 2018 at the Rochester Event Center at 9:00 p.m.

**Rick and Brian will let the clerk know if they plan to attend. The new deputy clerk will check his schedule to see if he can attend. Drew Moessner may be attending. Sharon Petersen and Gail Fritts are planning to attend.**

#### **LUCA CENSUS**

**Sharon Petersen attended the training February 23 to prepare for the census work that must be completed by July.**

#### **ITEMS BROUGHT UP BY BOARD MEMBERS**

**There was discussion about the newsletter that were sent out before the annual meeting.**

**There was discussion about when and how they will be documenting trees that need trimming at the spring inspection.**

#### **CITIZEN COMMENT**

**John Donovan commented on the election registration training we attended today.**

**Matt Johnson told the board that he will make up a presentation on recycling gravel to save money on gravel cost.**

**A motion was made by Brian Connelly and seconded Rick Lutzi to adjourn the meeting at 9:00 p.m. The motion passed unanimously.**

**Respectfully submitted,**

**Drew Moessner  
Chairman**

**Sharon Petersen  
Clerk**