**Approved**

**August 6, 2024**

**Rockford Township**

**Regular Meeting Minutes**

**7:00 p.m.**

**Call to Order**

Chairperson Otten called the meeting to order at 7:00 p.m. at the Rockford Township Hall. Present were Supervisors Dale Otten, Joel Kjome, Dennis Beise, Troy Beise, Nancy Norsby, Clerk/Treasurer Rachelle McDougall, and Maintenance Crew Allen Valentine.

**Agenda**

A **motion** was made by Supervisor Dennis Beise and seconded by Supervisor Norsby to adopt the agenda as printed. **Motion carried unanimously**.

**Meeting Minutes**

A **motion** was made by supervisor Dennis Beise and seconded by Supervisor Troy Beise to approve the regular meeting minutes from July 2, 2024, and July 16, 2024, as printed. **Motioned carried unanimously.**

**Continued Items**

**Pay Equity**

The board continued this item to the next meeting.

**30th St. SE & 31st – Discussion**

The Board agreed the temporary access at 1046 30th St. SE should be removed and restored as a ditch.

A **motion** was made by Supervisor Kjome and seconded by Supervisor Troy Beise to send a letter to the property owner of 1046 30th St. SE that the previously installed temporary access to place a mound system will need to be removed. If the property owner has any questions, they may attend a meeting. **Motion carried unanimously.**

**Set Time & Date for a Work Session to update the Employee Handbook**

The board agreed to meet on August 19, 2024 at 5:00 p.m. to review and update the employee handbook.

**Maintenance**

Maintenance Crew Al Valentine was present and updated the board that the 5th St. SE culvert replacement was completed. Valentine and the board discussed options for turf establishment and agreed to use hydro seeding on Gabler Ave. SE and 5th St. SE.

Maintenance Crew Valentine and the board discussed ditch cleaning that was requested by a property owner last year and Valentine informed the board they were starting to clean ditches. The board mentioned the maintenance crew will need to inform the property owners that ditch areas would be cleaned out for drainage purposes.

**New Items**

**Planning Commission Recommendations from August 6, 2024**

A **motion** was made by Supervisor Norsby and seconded by Dennis Beise to approve the August 6, 2024, Planning Commission recommendations. Motion carried unanimously.

**Supervisor Joel Kjome** – None

**Supervisor Nancy Norsby** – None

**Supervisor Troy Beise** – Supervisor Troy Beise discussed the roof leaks and if there was any progress in finding the current leaks. The previous approved company that was going to view the possible areas where it may be leaking was not completed because it would void the 20 year warranty with the original contractor.

Supervisor Troy Beise asked if the Board would like the document regarding regulation of cannabis on the next agenda. The Board was not in support of entering into a joint agreement with Wright County. A **motion** was made by Supervisor Kjome and seconded by Supervisor Norsby to not sign the agreement with Wright County. **Motion carried unanimously.**

Supervisor Troy Beise questioned the GDO Law invoice that was being considered for board approval later in the meeting.  Supervisor Troy acknowledged a couple items on the invoice that did not list a topic for what services the attorney provided but were being charged for.

Supervisor Dennis Beise commented that the board should be involved in making the decision to have one Supervisor contact the Township Attorney if required and the reason.

Clerk McDougall explained to the board that she is required to keep a record for the Township showing the actions by the town board.   However, by not listing the general topic on the attorney invoice, or discussed at a public meeting it is unclear what services the township is being billed for.

Most previous invoices show a breakdown or itemization of charges for services.  Whether it was in regards to a road project, culvert replacement, or other legal matters.

Clerk McDougall also provided an example of how a previous legal matter with a resident was documented which did not list details, but in general, a topic only.

Supervisor Kjome commented that board members may need to contact the attorney if they have questions regarding the discrimination legal matter that is pending.

Clerk McDougall reminded the board of their process when contacting the Township attorney which is by majority of the Board and list the topic that would be discussed for town records.  Supervisor Dennis Beise reiterated what Clerk McDougall had stated and there should be a record of why a board member is contacting the attorney.

Clerk McDougall noted at a previous meeting in 2024 it was discussed by a town board supervisor that Peter Tiede from GDO Law did not specialize in employment issues and recommended an Employment Attorney for the town board.  The board then approved his recommendations for an Employment Attorney.

Clerk McDougall stated for the record of the Township and showing board actions, that there has not been any discussion to contact either the Employment Attorney or Peter Tiede at GDO Law regarding the legal matter.  There was not a consensus of the board to continue the previous process when contacting the Township attorney.  Supervisor, Troy Beise, and Supervisor Dennis Beise stated that process should still be continued. However, other board members did not agree and supervisor. Norsby noted she was not going to inform Clerk McDougall what item she was discussing with the attorney in regards to the invoice for payment. Clerk McDougall explained she did not need the exact question but the general topic to show the actions of the board.

Supervisor Troy Beise and Dennis Beise disagreed, and the boards practice/process should still be followed in order to show how the tax dollars are being spent which show the actions of the Town Board

Supervisor Otten directed a question to Clerk McDougall asking why she did not contact Supervisor Norsby directly about the attorney invoice.  Clerk McDougall informed the board that since she had been in contact with Supervisor Kjome concerning other township business he might know the answer.

The current year’s budget of $6,000 shows $13,000 has been spent. The clerk needs to show the actions of the board since residents may ask questions during their annual meeting about being over budget.

Clerk McDougall reminded the Board of their process they implemented and have continued to follow since the early 2000’s when contacting an attorney. The reasons for the process by the board was to control what was being spent. Clerk McDougall asked the board for clarification if they were changing the process. No answer was given.

**Supervisor Dennis Beise** – None

**Supervisor** **Otten** – None

**Clerk/Treasurer –** None

**Funds Report** - **Funds Report through July 31, 2024**

A **motion** was made by Supervisor Norsby and seconded by Supervisor Dennis Beise to approve the Funds report through July 31, 2024. **Motion carried unanimously.**

**Review of Claims**

A **motion** was made by Supervisor Dennis Beise and seconded by Supervisor Norsby to approve the claims #5291 to claim #5310 for $74,233.76 including payroll. **Motion carried unanimously.**

**Adjourn Meeting**

Supervisor Otten adjourned the meeting at 8:03 p.m.

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**Dale Otten (Chairperson)**

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**Rachelle McDougall (Clerk/Treasurer)**