**Approved**

**November 19, 2024**

**Rockford Township**

**Regular Meeting Minutes 7:00 p.m.**

**Call to Order**

Chairperson Otten announced the same rules as last meeting apply, no conversation and raise your hand and use the sign in sheet. Resident Larry Otto stated then all Board members should follow the same order just made. Supervisor Otten questioned Larry if they were going to play that game tonight and then proceeded to call the meeting to order at 7:00 p.m. at the Rockford Township Hall. Present were Supervisor Dale Otten, Dennis Beise, Troy Beise, Nancy Norsby, Clerk/Treasurer Rachelle McDougall, and Maintenance Crew Matthew Miller.

**Agenda**

Supervisor Otten recommended adding two items to the agenda. The first item is to fill the Seat for Supervisor SEAT-A after the adoption of the agenda numbered 2.5. The second item to add under New Items #7 is the Statement of Work for audit Services.

A **motion** was made by Supervisor Dennis Beise and seconded by Supervisor Norsby to approve the agenda with the addition of appointment to fill the Vacancy for Supervisor SEAT A after the adoption of the agenda and the addition of the Statement of Work for Audit Services. **Motion carried unanimously**.

**Appointment to Supervisor SEAT-A to fill Vacancy.**

Clerk McDougall made a **motion** to appoint Larry Otto to Supervisor SEAT-A. Supervisor Otten stated to the Clerk, that if they were going by Larry’s rule then Clerk McDougall didn’t raise her hand, but he would continue to inform McDougall he would ask for a second to the motion. After asking three times the motion failed **due to a lack of a second to the motion.**

A **motion** was made by Supervisor Otten and seconded by Supervisor Norsby to appoint Bill Daluge to Supervisor SEAT-A effectively immediately. **Motion carried 4 to 1.** **In favor:** Supervisors Otten, Dennis Beise, Troy Beise, Norsby. **Opposed**: Clerk McDougall

Clerk McDougall presented the certificate of appointment to Bill Daluge. Bill Daluge was sworn into office by Clerk McDougall, and he joined the board for the remainder of the meeting.

**Meeting Minutes** – None

**Continued Items**

**3169 Brandis Ave. SE - Complaint for Unlicensed Vehicle and Hazardous Waste**

A **motion** was made by Supervisor Troy Beise and seconded by Supervisor Dennis Beise to send a letter to the property owner to include the ordinance that applies, inform them that unlicensed vehicles must be licensed and to remove any hazardous items. **Motion carried by a unanimous vote.**

**Maintenance Crew**

Maintenance Crew Miller was present and handed each Supervisor an unknown document. No copy was provided for the Public Binder or Clerk McDougall. Supervisor Otten stated I could have his copy. The document was about future culvert replacements on Deegan. Dr. Miller talked about culvert #1, which is a concrete culvert and should be replaced. Miller stated culvert #2 and culvert #3 are metal culverts that should be replaced in 2025. Miller recommended working on this in the winter and Supervisor Norsby asked Miller to get some numbers together. Miller stated he could and get price differences from galvanized and concrete. Miller will also measure the culverts and bring it to the next meeting.

Miller commented the 10th St. SE culvert project is almost completed. Norsby questioned if the bituminous had been cut back from the driveway on 42nd St. SE as mentioned at a previous meeting. Miller stated no and he didn’t know since it wasn’t his meeting, and a former Board member was working with them. Send another 3rd or 4th Final Letter to the resident on 42nd St. SE.

A **motion** was made by Supervisor Troy Beise and seconded by Supervisor Dennis Beise to send another letter stating the resident will have 30 days to cut back the bituminous. The 30 days start from the date of the letter. On the 31st day the maintenance employees will do the work, and all expenses are the responsibility of the landowner, and an invoice will be sent for the work performed. **Motion carried unanimously.**

**Public Comments** - None

**New Items**

**Planning Commission Recommendations from November 19, 2024**

A **motion** was made by Supervisor Dennis Beise and seconded by Supervisor Norsby to approve the November 19, 2024, Planning Commission recommendations. **Motion carried unanimously.**

**Renewal of Medical Insurance**

Clerk McDougall stated she spoke to Matt Miller about the current insurance coverage and they both agreed they wanted to keep the same plan as 2024. A **motion** was made by Supervisor Otten and seconded by Supervisor Daluge to approve the 2025 medical insurance renewal leaving everything the same. **Motion carried unanimously.**

**Wright County Assessment Contract**

A **motion** was made by Supervisor Otten and seconded by Supervisor Troy Beise to approve the Wright County Assessment Contract. **Motion carried unanimously**.

**The Statement of Work for Audit Services**

A **motion** was made by Supervisor Daluge and seconded by Supervisor Otten to approve the Statement of Work for Audit Services. **Motion carried unanimously**.

**Discuss Items Submitted from Larry Otto’s Presentation at the 11/7/2024 Meeting.**

Supervisor Otten stated some of the items that Larry discussed were discussed at previous meetings and on agendas. The 5th St project and the circumstance they were under and wanting it done as soon as possible along with weather concerns and Otten was not going to discuss the attorney stuff in an open meeting.

Supervisor Troy Beise stated that one item that was pinpointing him in Larry’s presentation was that he may not have started the conversation where everyone knew what he was talking about. Troy stated the board was aware of the content and where he was going with that, and he should have started the conversation differently to make it clearer. Clerk McDougall asked if he was referring to a certain meeting and Supervisor Troy stated October 15, 2024.

**Discuss Hiring Matt Kohnen for back-up plowing position.**

Maintenance Crew Miller asked the Board if they could hire Matt Kohnen since they do not have anyone to cover for them. Supervisor Norsby stated it is necessary to have someone in case they are out sick. Supervisor Otten stated the other part-time employees are unavailable at the moment. Supervisor Otten stated he had a conversation with Matt Kohnen about working part-time as a backup plow driver. The maintenance department doesn’t have part-time backup help currently since one is not driving and does not want to plow snow and the other one can’t drive for weeks or months. Clerk McDougall asked what the wage was and Supervisor Otten stated the part-time maintenance get the same rate at $30 per hour. A **motion** was made by Supervisor Dennis Beise and seconded by Supervisor Norsby to hire Matt Kohnen as a part-time snowplow driver, preemployment drug testing, and all part-time drivers are paid the same wage at $30 per hour. **Motion carried unanimously.**

**Supervisors**

**Supervisor Bill Daluge** - None

**Supervisor Nancy Norsby**

Supervisor Norsby stated she spoke to maintenance employee Miller, and they are using their own funds and doing a reimbursement. Supervisor Norsby questioned if there was a reason the maintenance employees do not have a credit card, so they don’t have to spend their own funds. Supervisor Norsby stated if there wasn’t a reason then they should get a credit card, and it would be balanced and paid. Supervisor Daluge stated this should be like any other expense report and coded accordingly for what it is used for. Clerk McDougall stated she did not know what the rules or laws were for credit cards. Supervisor Norsby stated she would not check with the auditor since she has experience with company credit cards, and it needs to reconcile out. Clerk McDougall commented that it is different since we are government. Norsby stated she would contact the auditor about a credit card for the maintenance employees.

The board then gave Supervisor Daluge an update about the City of Rockford Fire Department which is requesting funds from the Township. The funds would be used for the purchase of two pieces of equipment for the fire department. The Township has not decided to contribute, and they will need to include the numbers in the annual meeting packet for residents to decide.

**Supervisor Troy Beise**

Supervisor Troy Beise discussed the Annual Township Conference on December 13, 2024. Clerk McDougall stated she was not attending this year, but the Board should inform her ahead of time if others would be attending so a notice can be posted.

**Supervisor Dennis Beise**

Supervisor Dennis Beise questioned since the recent rain he wanted to know if the roof leak had been fixed or looked at. Supervisor Troy Beise stated he believes the leaks were coming from the roof top AC units.

**Supervisor Dale Otten**

Supervisor Otten received an update from the Township Engineer about whether the paving project would be completed this year. Engineer Shane from Hakanson Anderson stated that the contractor, Knife River was waiting for the railroad to get permission.

Supervisor Otten discussed the handicap restroom and if the board would like Clerk McDougall to get some numbers for the cost of a rental. Otten updated Daluge about the previous plan drawn up for a restroom addition to become handicap accessible. Could the board discuss if a restroom could be added to the current building instead of an addition. Daluge would like this item on the next agenda. Supervisor Troy Beise stated there should be options to choose from and meet the requirements and ask the residents since it is the residents money. Resident Otto recommended getting quotes, setting it out front, and keeping it at a minimum. The board agreed to get some recommendations. Clerk McDougall stated she would be gone most of the week but could have her deputy try and get a couple quotes for a portable ADA restroom.

**Clerk/Treasurer** – None

**Funds Report** – None

**Review of Claims**

A **motion** was made by Supervisor Troy Beise and seconded by Supervisor Dennis Beise to approve claims #5460 to claim #5476 for $23,189.38 including payroll. **Motion carried unanimously.**

**Adjournment**

 Supervisor Otten adjourned the meeting at 8:40 p.m.

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Dale Otten (Chairperson)

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Rachelle McDougall (Clerk/Treasurer)