**Approved**

**September 17, 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 Matthew Miller.

**Agenda**

A **motion** was made by Supervisor Dennis Beise and seconded by Supervisor Norsby to adopt the agenda with the addition of the 10th St. SE Culvert Replacement Quotes. **Motion carried unanimously**.

**Meeting Minutes**

A **motion** was made by Supervisor Troy Beise and seconded by Supervisor Dennis Beise to approve the regular meeting minutes from September 3, 2024 as printed. **Motioned carried unanimously.**

**Continued Items**

**Pay Equity**

Supervisor Otten updated Supervisor Norsby regarding the pay equity job points that were changed for the maintenance employees at the previous meeting.  Supervisor Otten explained a previously filed report had the maintenance employees listed at 213 job points instead of their 200 job points.  Also mentioned during the previous meeting were the part-time Deputy Clerk and part-time Deputy Treasurer pay equity job points.

Supervisor Otten did not agree with the pay equity job points that were assigned by Clerk McDougall for her Deputy Clerk and Deputy Treasurer.  Supervisor Otten suggested that the board has final approval and recommended the deputies be assigned 228 job points.  Supervisor Otten explained they are two separate descriptions for a Deputy Clerk and a Deputy Treasurer instead of a combined position of Clerk/Treasurer.

Supervisor Otten stated the pay equity report needed to be filed on Wednesday, September 18, 2024.

Supervisor Troy Beise questioned if the board should go back to the 200 pay equity job points for the maintenance employees or keep the 213 points as previously reported.

Supervisor Otten questioned if the board should take a vote regarding points.  Supervisor Kjome question if the shop employees and office employees are separate entities or if they are combined.

Clerk McDougall explained the previously filed report shows the maintenance employees at 213 points without a board motion.

Supervisor Kjome mentioned he heard the shop and the office are both different and also they are the same. Supervisor Kjome questioned which way to vote because he didn’t know if the board would be discriminating against the boys in the shop or discriminating against the women in the office by making a choice on what points to assign. Supervisor Kjome commented about the point system value when their job descriptions are not the same. Supervisor Otten explained the maintenance employees are filed at 213. Supervisor Kjome questioned how long the part-time Deputy Clerk and part-time Deputy Treasurer Employees have been working and are they classified. Supervisor Otten informed the board the part-time deputies are qualified to meet the threshold and are required to be reported on the pay equity report.

Supervisor Otten discussed how pay equity job points are classified in the manual with the different descriptions for separate positions versus the combined Clerk and Treasurer position. Supervisor Otten suggested the deputies would be 228 points or higher under the administration section of the pay equity job points guide. Supervisor Otten mentioned the guys are in a totally different section for their job description and their points are 213 as decided at the previous meeting.

Supervisor Kjome said it comes down to what are the office people and what are office people under for the point system. Supervisor Kjome did not know if the board could give a definite answer as a board or if the board is qualified to determine the points without getting into legalities. Supervisor Kjome mentioned the fact that they are not HR (human resources) and he is not a lawyer. Supervisor Kjome commented that he doesn’t know based on the States Handbook information and the state should be the one determining the points for the employees.

Supervisor Kjome referred to the book and points if the state shows they should be at those points under that job description then he would agree to with that number 228 to 238. Supervisor Otten commented the Clerk/Treasurer point range is 268-289 which is set at 275 points and Clerk McDougall wants to assign the deputies at 268 but disagrees. Supervisor Otten recommends 228 for the deputies, where they fall in the criteria and the Board has to make the final decision.

Supervisor Kjome stated 228 and 238 and questioned how 268 would be in compliance if we made up a number. Supervisor Norsby mentioned if they were combined it would be 268 but they are 2 separate roles. Supervisor Otten stated the state will let the board know if the report is wrong. Supervisor Troy Beise recommended assigning points in the middle at 233 and by a show of hands the board agreed based on the criteria that the jobs are separate versus combined.

Supervisors Kjome gave his opinion that he has never been in this situation since someone else always filed the report and believes the board went by their recommendations.  If the state is the one finalizing it then the town board gives a concept approval. Supervisor Otten informed the board they are the ones who have to file it and the state evaluates it.

Supervisor Dennis Beise recommends keeping the numbers as they were and Supervisor Otten noted they don’t have job points for the Deputies at this time since they were not required for previous reports and that was the reason for discussion and trying to set a number for the part-time Deputies.

Supervisor Kjome questioned what part-time maintenance employees’ numbers were. Supervisor Otten noted the part-time maintenance employees do not qualify to be included on the report since they did not meet certain criteria. Supervisor Kjome asked what the average part-time hours were. Supervisor Otten informed Kjome in 2023 the Deputy Clerk worked 154 days/1157 hours, Deputy Treasurer worked 82 days/617 hours, and part-time maintenance employees did not qualify to be include on the report. Supervisor Otten stated the part-time Deputies were set to be added to the report.

Supervisor Troy Beise questioned if the state gets a job description to determine if the township is right or wrong. Supervisor Norsby explained the packet is broken down by more job title versus job description and believes points are based on job title and not job description and the points are within. Supervisor Otten showed Troy the guide and job descriptions and where the part-time Deputies would fall.

Supervisor Troy Beise suggests staying in the middle of 228-238 and Supervisor Otten agreed he was ok with that. Supervisor Troy Beise suggested if it fits in with their job class and recommends assigning the points in the middle at 233. Supervisor Kjome commented the town board gives a concept approval. Supervisor Otten asked all in favor of setting the Deputy Clerk and Deputy Treasurer Points at 233 raise their hands. By a show of hands all Supervisors were in favor: Supervisors Kjome, Norsby, Dennis Beise, Troy Beise, and Otten.

A **motion** was made by Supervisor Otten and seconded by Supervisor Dennis Beise to set the points for Deputy Clerk and Deputy Treasurer at 233.  **Motion carried by a unanimous vote.**

Supervisor Otten stated the report can be finished and all other points stay the same.

**City of Rockford Fire Board Discussion**

Some of the board supervisors attended a fire board meeting on September 5, 224 at the City of Rockford to discuss the Fire Department equipment. The City of Rockford is requesting contributions towards the purchase of a ladder truck for approximately $1.8 million and refurbishing the pump truck for approximately $400,000. The city is seeking funds from the township along with funds from the City of Greenfield.

The board discussed the request and noted the city had re-evaluated the cost and what options were available for purchasing the equipment and a breakdown of the cost requested from Rockford Township. Although the Township is not required to contribute any funds, there was discussion regarding bonding for 10 years or paying upfront if the township contributes.

The board commented the other three fire departments that have jurisdiction in the township have not requested any money and supervisors questioned why the City of Rockford would be requesting funds.

Supervisor Kjome commented that the township residents should be made aware since these are their tax dollars and by contributing to the purchase of the fire department equipment this would mean less money would be spent within the township.

The current budget for all four city fire departments who service Rockford Township combined is $200,000 per year.  The request from the City of Rockford was over doubled that amount. The board noted the number of fire calls in the township is approximately 12%. The City of Rockford noted they have $500,000 to put towards the purchase and will be discussing contributions with the City of Greenfield.

The board talked about going to the City of Rockford meeting the following week to discuss this further. Supervisors suggested setting a meeting with the city versus going to the city meeting since the township has numerous questions. Supervisor Troy Beise questioned if the city would continue to ask for money in the future if the Township did agree to contribute to the two pieces of equipment.

Supervisor Kjome suggested the city should be going to the state to look for grants and questioned if the city has exhausted all the possible programs that may help them.

Supervisors noted the city should have attended this current township meeting to answer these various questions that the board had since they are requesting the funds.

**Maintenance**

Maintenance Crew Matt Miller was present and updated the Board that the paving project on 30th St. SE, Deadrick Ave. SE and Eastwood Ave. SE would begin on September 18, 2024.

**New Items**

**Planning Commission Recommendations from September 17, 2024**

A **motion** was made by Supervisor Troy Beise and seconded by Supervisor Norsby to approve the September 17, 2024, Planning Commission recommendations. **Motion carried unanimously**.

**Rod Strenge/Buffalo Youth Shooting Sports – Discuss how they store equipment now, scheduling weekly meetings, weekly rate, discounts**

Rod Strenge was present to request the use of the town hall starting in January for the Buffalo Youth Shooting Sport group as they had previously used prior to the pandemic. The group had used the hall for over 20 years and would like the use of the hall again. The board discussed the use of the hall and what is required for clean up each time. The consensus was to allow the use of the hall on a trial basis.

A **motion** was made by Supervisor Kjome and seconded by Supervisor Norsby to approve the use of the town hall by the Buffalo Youth Shooting Sports on a trial basis Mondays starting in January-July. **Motion carried unanimously.**

**10th St. SE Culvert Replacement Quotes**

A **motion** was made by Supervisor Otten and seconded by Supervisor Norsby to approve the quote from New Look Contracting for $109,945.50 to replace the culvert on 10th St. SE. **Motion carried unanimously.**

**Supervisor Joel Kjome** – Supervisor Kjome discussed the flags in the right-of-way and the need to remove them prior to mowing and that he spoke to Wright County. The flags were in the right-of-way in order for the utility companies to locate prior to installing fiber optics.

**Supervisor Norsby** – None

**Supervisor Troy Beise** – Supervisor Troy Beise discussed the wash stall service doors and after speaking to a vendor they recommended not changing them at this time.

**Supervisor Dennis Beise** – None

**Supervisor** **Otten** – Supervisor Otten questioned Clerk McDougall if she would complete and submit the pay equity report. Clerk McDougall informed the board she would not file their report. Supervisor Otten told Clerk McDougall to submit the report.

**Clerk/Treasurer –** None

**Funds Report** – None

**Review of Claims**

A **motion** was made by Supervisor Norsby and seconded by Supervisor Troy Beise to approve the claims #5358 to claim #5384 for $47,938.00 including payroll. **Motion carried unanimously.**

**Adjourn Meeting**

Supervisor Otten adjourned the meeting at 8:25 p.m.

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**Dale Otten (Chairperson)**

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**Rachelle McDougall (Clerk/Treasurer)**