**Approved**

**December 3, 2024**

**Rockford Township**

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

**Call to Order**

Chairperson Supervisor Otten called the meeting to order at 7:00 p.m. at the Rockford Township Hall. Present were Supervisor Dale Otten, Dennis Beise, Nancy Norsby, Troy Beise was present via zoom from the Sheraton Phoenix (lobby) 340 N 3rd St, Phoenix AZ 85004. Also present were Clerk/Treasurer Rachelle McDougall, and Maintenance Crew Allen Valentine.

**Agenda**

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

**Meeting Minutes** – 10/15/2024 Regular Meeting Minutes.

A **motion** was made by Supervisor Otten and seconded by Supervisor Dennis Beise to table the October 15, 2024, Regular Meeting Minutes until the next meeting. **Motion carried unanimously.**

**Continued Items** – None

**Maintenance**

Maintenance Crew Allen Valentine did not have anything to address. Supervisor Otten called on resident Larry Otto since he had a question. Larry stated he would like to ask maintenance employee Al where the 5th St. SE culvert came from for the culvert replacement. Supervisor Otten stated that was not a discussion they were going to have. Larry asked if it could be placed on the agenda so it could be discussed and Supervisor Otten stated it could be placed on the agenda, but it was not going to be talked about at the moment or he could ask him. Larry then asked Supervisor Otten where the culvert came from for 5th St. SE. Supervisor Otten stated they were talking to Al at the moment and Larry commented that Al is the maintenance worker that is supposed to be in charge of it. Supervisor Otten stated they were not going to discuss that at this meeting.

**Public Comments** - None

**New Items**

**Planning Commission Recommendations from December 3, 2024**

A **motion** was made by Supervisor Norsby and seconded by Supervisor Dennis Beise to approve the December 3, 2024, Planning Commission recommendations. **Motion carried unanimously.**

**Annual Wages & Benefits for 2024 – Full-time & Part-time Employees**

A **motion** was made by Supervisor Otten and seconded by Supervisor Dennis Beise to table this item when more board members could be present. **Motion carried unanimously.**

**Quotes for Portable ADA Restroom Trailer**

Supervisor Troy Beise suggested meeting with the architect to ask various questions about the requirements for the restrooms to become ADA compliant and also discuss the rental of an ADA restroom. Troy stated the board should get on the same page with a plan for a restroom addition and being compliant. Troy discussed if there is a restroom remodel it is required to comply with the ADA. The board discussed finding out any laws they would have to follow to become compliant for the restrooms. Supervisor Norsby stated she would contact the companies to get more information. Supervisor Norsby stated the rental could run in tandem since we have to have them and have discussions with the architect. .

Supervisor Otten spoke about doing more research to find out what the requirements and recommendations are for the portable ADA restroom. Otten had questions about it being pumped and how that would work, how many rentals and use of it, and needing more information. Supervisor Troy suggested having a timeframe as an example of 3 months and would the board get a better price. A **motion** was made by Supervisor Dennis Beise and seconded by Supervisor Troy Beise to table this item at the next meeting for more information. **Motion carried unanimously.**

**Supervisors**

**Supervisor Nancy Norsby** – None

**Supervisor Troy Beise**

Supervisor Troy Beise recommended switching the lights in the building with LED lighting when the bulbs expire. He stated the switch to LED could be completed as bulbs burn out and need replacing. He informed the board he is licensed to do the work since he does this at his full-time job. Either way light bulbs would need to be purchased. The new lighting would last longer, and the cost would be lower. A **motion** was made by Supervisor Troy Beise and seconded by Norsby to phase in the LED lighting as old fixtures go out. **Motion carried unanimously.**

**Supervisor Dennis Beise** – None

**Supervisor Dale Otten**

Supervisor Otten stated it was previously accepted for the pay equity points and he had questions about filing. Otten stated he was told something different about filing the report and now he is in contact with a different person at the Pay Equity Office. The report that was filed in the past is different than how to file it now. To file the Pay Equity Report however he needed to clarify how to file the Pay Equity Report and the calculation 173.3 x the hourly wage which is the monthly maximum wage. Otten stated everything has been entered into the system and he would file the report that night or the next day but would like a new motion to file the report with what was shown on the document he provided. A **motion** was made by Supervisor Otten and seconded by Supervisor Dennis Beise to file the Pay Equity Report under the new mathematical equation as instructed by the state. **Motion carried unanimously**.

Supervisor Otten stated they needed to set a meeting next week and if Troy would be available. Supervisor Troy stated he would be available. Otten stated they had to hold a Special Meeting the following week either Tuesday or Wednesday. The Board agreed to hold a Special Meeting on Tuesday at 5:00 p.m. Otten stated the discussion in a closed session pertinent to MN Statue 13D.05 Sub. 2b for primarily considering allegations of employee misconduct. It would be a closed meeting for that day unless the employee or whatever wishes to have it open. It will get posted in the timeframe for that, the three days prior to next Tuesday at 5:00 p.m. and all notices will be given in that time, before that time frame and then we will set the meeting for Tuesday at 5:00 p.m.

**Clerk/Treasurer** – Clerk McDougall informed the Board that the second half tax distribution was received in the amount of $767,808.70.

**Funds Report** – Through September 30, 2024

A **motion** was made by Supervisor Troy Beise and seconded by Supervisor Dennis Beise to approve the Funds Report through September 30, 2024. **Motion carried unanimously.**

**Review of Claims**

A **motion** was made by Supervisor Dennis Beise and seconded by Supervisor Norsby to approve the claims #5477 to claim #5514 for $40,745.29 including payroll. **Motion carried unanimously.**

**Adjournment**

Supervisor Otten adjourned the meeting at 7:27 p.m.

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Dale Otten (Chairperson)

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Rachelle McDougall (Clerk/Treasurer)