

## **Rochester Township**

### **Board Meeting Minutes**

### **February 11, 2021**

**Meeting was called to order at 7:00 pm by Chairman Jamie Neisen.**

**Members present** - Matthew Kitzmann, Jamie Neisen, Brian Zmolek, Brian Mueller, Jeff Orth and Randy Staver

**Guests** – Roger Ihrke (remote), Mark Cochran (remote), Jens Dammen, Kevin Torgerson, Brandon Theobald, Others (5)

**Minutes** – Jeff Orth moved to approve the minutes for the January 14, 2021 meeting. Brian Zmolek seconded. All voted in favor (5-0) and the motion passed.

**Deputy's Report** – Sgt. Jens Dammen reviewed the call report of 27 calls for service. Sheriff Kevin Torgerson was present and offered additional comments. He provided a report that gave an overview of department activities and a list of key staff.

#### **Old Business:**

#### **Local Road Improvement Project – RES2021\_02\_01 –**

- Jamie Neisen and Brandon Theobald reviewed the grant application materials for a proposed project for Meadow Crossing Road. Applications require endorsement by the Olmsted County Board and the deadline for application submission is March 3<sup>rd</sup>.
- Jamie pointed out that the number cited of 1,334 vehicles per day (VPD) is the current figure and he projects 2,600 VPD at full build out.
- Jamie further recommended that the request be stated as \$1,250,000 versus \$1,000,000 as proposed in the application. The total projected cost for the project is \$1,573,000.
- Matt Kitzmann moved approval of the resolution and a request for \$1,250,000 for 2022. Further, he stated that he and Jeff Orth would talk to the developer about sharing the cost difference of \$323,000. If the developer is unwilling then the Board may decide to retract the application given that the cost burden to the township would be too great. Jeff Orth seconded. All voted in favor and the motion passed.
- On a related note, Roger Ihrke suggested that there could perhaps be an assessment for substandard roads to property owners when new, undeveloped lots are sold. Assessments would be accrued in a fund to take care of road maintenance. Cities are allowed to create this type of assessment but Roger is unsure if townships can. He suggested that the township seek the advice of legal counsel (Tiede Grabarski). It would be likely that an ordinance would need to be adopted.

#### **2022 Draft Budget –**

- Randy Staver presented an updated draft budget. Included in the update are estimates for fire and sheriff services. Also included is \$50,000 for reserves. The proposed total

budget for 2022 is \$1,146,633 representing a 7.5% increase over 2021. The budget will be presented to voters at the annual meeting on March 9<sup>th</sup>.

- After some discussion, the Board decided to add \$30,000 for the possible Meadow Crossing Road project.
- Brian Zmolek moved to set the levy at \$1,176,633 for 2022 which represents a 10.3% increase over 2021. Jeff Orth seconded. The motion passed 4-1 with Brian Mueller voting nay.

#### **Town Hall Lease – TCPA Space –**

- Jamie Neisen spoke regarding the updated TCPA lease and specifically the changes discussed for section 4 and what would happen should the township decide to move or otherwise vacate the current building.
- There was some discussion whether telephone / internet obligations should be included in the lease. Roger Ihrke spoke and stated that TCPA pays for their own telephone line and TCPA pays \$480 annually for internet service. It was decided to leave this topic out of the lease.
- The lease will start as of March 1, 2021 and runs through February 28<sup>th</sup> 2036.
- Matt Kitzmann moved to approve the lease. Jeff Orth seconded. All voted in favor and the motion passed.

#### **New Business:**

##### **Norman Metes and Bounds Request –**

- Roger Ihrke spoke regarding a request from Jimmie and Cleone Norman to split a 40 +/- acre parcel. The request is to subdivide the farmstead dwelling and approximately 9.4 acres from the balance of the tillable acreage.
- Olmsted County Public Works has reviewed the request and stated two conditions.
  - Olmsted County has an unrecorded 50' easement for the NW ¼ of SW ¼, from MP Kostel dated March 17, 1959, which the Norman's now own. As a condition of the split, that easement will be recorded.
  - There is currently one access to the building site and one access to the field. As a condition of the split, the applicant must contact Olmsted County Public Works and submit an access application to evaluate and reestablish access to the property. This is a requirement of the adopted Access Management Ordinance because the proposed split increases the number of properties adjacent to the county road.
- Jeff Orth moved approval of the metes & bounds request including Public Works conditions. Matt Kitzmann seconded. All voted in favor and the motion passed.

##### **Board of Audit Report –**

- Jamie Neisen and Brian Mueller participated in the annual audit on January 26<sup>th</sup>. Various receipts and disbursements were selected and inspected for accuracy. A couple of disbursements were reviewed to see if actual costs were in line with bid numbers. No discrepancies were found.

##### **Annual Letter –**

- Randy Staver presented a draft version of the annual newsletter which will be mailed to township residents. He spoke of process changes this year due to COVID restrictions at one of the vendors. About 834 letters are designated to be sent out.
- Randy was asked to check legal requirements for mailing an annual newsletter and to suggest changes for next year.
- Brian Mueller moved approval of the letter and to mail it out. Brian Zmolek seconded. All voted in favor and the motion passed.

#### **Annual Meeting –**

- Randy Staver presented a draft agenda for the annual meeting that will be held on March 9<sup>th</sup>. Logistics for the meeting were also discussed. The meeting will be held at the Rochester town hall. The alternate date for the meeting in case of inclement weather is March 16<sup>th</sup>. Information has been posted to the township website.
- The annual meeting will be held in the town hall garage area. It is undecided if the regular board meeting to be held on Thursday, March 11<sup>th</sup> will be held at Rochester or Cascade town hall.

#### **Information Items –**

- None.

#### **New Agenda Items:**

- Meadow Lake West. Jamie Neisen spoke regarding the road annexation request that had been made to the City of Rochester. While the city is not interested in assuming ownership of the road at this time, the topic could likely be reconsidered as development actually occurs.

#### **Reports:**

##### **Treasurer’s Report –**

- Treasurer Randy Staver reported. He pointed out one error with a check issued and it is in process of being resolved.
- Brian Zmolek moved approval of the treasurer’s report. Brian Mueller seconded. All voted in favor and the motion passed.

**Rochester Township Claims** – Jeff Orth moved and Matt Kitzmann seconded to accept and pay Rochester Township claims #4725-4736 in the amount of \$39,971.18. All voted in favor and the motion passed.

**JPB Claims** – Matt Kitzmann moved and Jeff Orth seconded to accept and pay Joint Powers Board claims #5362-5396 and the Rochester Township share in the amount of \$27,230.77, and a payroll share of \$14,338.63. All voted in favor and the motion passed.

##### **Road Maintenance Supervisor Report –**

- Mark Cochran stated that the township has received the new 25 mph signs and installation has begun. 78 signs have been installed with 2 left to install.

- Routine truck inspection and necessary repairs are underway. Shop projects for spring are being started given extra time available due to nice winter weather.
- Truck training has been completed. Jamie Neisen suggested having a checklist to help ensure staff are trained and that they regularly update their education.

**TCPA Report –**

- Jamie Neisen reported on the meeting. The construction project is moving along on schedule with an expected completion date of February 22<sup>nd</sup>. Some concerns were expressed about the installation and visual appearance of some ductwork on the second floor in the office area.
- TCPA approved a new contract for Roger Ihrke and David Meir for 2022.

**Board of Adjustment Report** – There was no meeting.

**Planning and Zoning Commission Report** – Connelly property will likely come forward soon. There is a property line dispute that still needs to be reconciled.

**Upcoming Meetings –**

- None

**Meeting Adjourned** – Brian Mueller moved to adjourn. Matt Kitzmann seconded. All voted in favor and the motion passed. Meeting adjourned at 9:40 pm.

Respectfully Submitted,

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Randy Staver, Clerk / Treasurer

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Jamie Neisen, Chairman