

Rochester Township

Board Meeting Minutes

March 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 – Mark Cochran (remote), Dean Thompson

Minutes – Brian Zmolek moved to approve the minutes for the February 11, 2021 meeting. Matt Kitzmann seconded. All voted in favor (5-0) and the motion passed.

Deputy's Report – Deputy Dean Thompson reviewed the call report of 60 calls for service.

Old Business:

Local Road Improvement Project –

- Jamie Neisen reported that Brandon Theobald drafted and submitted the LRIP application for the Meadow Crossing Road project by the March 3rd deadline. The project was endorsed by the Olmsted county board.

2022 Budget –

- Jamie Neisen reported that the budget and levy in the amount of \$1,176,633 was approved at the annual meeting held on March 9th. Tax levy information will be communicated to the county.
- Jamie Neisen asked the treasurer to follow up as to why the Cascade township budget format and budget / levy amounts are slightly different. Randy Staver stated he would find out and let Jamie know.

Town Hall Lease – TCPA Space –

- Project is near completion with an expected end date of about March 31, 2021.
- Matt Kitzmann said that he had met with representatives of Key Builder to go over some final items needing attention before the project wraps up.

New Business:

Election –

- Serving in their capacity as the Canvass Board, Brian Mueller and Jeff Orth certified that Matt Kitzmann, Jamie Neisen and Brian Zmolek had been re-elected to their respective township board seats at the annual election. There were no opponents or write in candidates for any of the races.

- Randy Staver stated that the last day to contest an election is March 18th and if no complaints are received, he will have the individuals sign their oath of office and issue certificates of election.
- Brian Mueller moved to accept the Canvass Board report. Jeff Orth seconded. All voted in favor and the motion passed.

Road Tour –

- The road tour for the township will occur on March 16th beginning at 9:00 am. The alternate date in case of inclement weather is March 23rd at 9:00 am. The tour needs to be completed ahead of the April Joint Powers meeting.

Burn Permits –

- Mark Cochran and Randy Staver asked the board for clarification as to who may issue burn permits. Brian Mueller and Jeff Orth are the designated fire wardens and should be the only ones issuing permits.
- Jamie Neisen asked about some burning activity occurring in the Mayowood Estates area and asked Deputy Thompson if law enforcement had received any complaints. Deputy Thompson responded that he had not heard of any complaints but mentioned that most likely any complaints would be registered with the Rochester Fire Department.

Information Items –

- Annual Letter – Randy Staver contacted the MAT attorney to determine whether an annual letter is required in addition to the required posting and publishing of the annual meeting notification. The attorney responded that a letter is not required. This topic can be revisited in preparation for the annual meeting next year.
- Google Analytics – Randy Staver reported that he is in process of setting up analytical services so that the township can gauge which components of the web site are being used by township residents. This would help in making future updates. There is no cost for the analytical service.
- MS4 Process – Gathering of information is underway and Mark Cochren and Randy Staver are coordinating with Brandon Theobald at whks.

New Agenda Items:

- Substandard Road Assessment. Jamie Neisen reported that he and Roger Ihrke had a conversation with our attorney Peter Tiede to discuss whether an assessment could be stipulated such that funds are available to take care of substandard roads as part of new development. The attorney responded that the township could attempt a general assessment but he did not think it would withstand a court challenge. However, a developer can be made responsible for changes directly attributable to the project such as adding a passing lane. Jeff Orth stated that the township should be careful in wanting to assess additional fees to developers. He is concerned that cost to develop could become too high and the township viewed as not developer friendly.
- VonWald Home. Matt Kitzmann spoke regarding the VonWald home and previous requests for financial support. Brian Zmolek serves on their board and provide a status at a future meeting. After discussion, the Board decided to take no action at this time.

- Annual Meeting. Jeff Orth asked that the Board consider changes next year for the annual meeting to encourage better turn out. He suggested there could be some social time with refreshments just prior to the meeting. Brian Mueller cautioned that any social activity cannot conflict with voting taking place. The Board will take up the discussion at a later date.
- Training. Jamie Neisen reminded the Board of some upcoming training and education classes that will be provided through MAT. Participants need to register ahead of time and there is no cost.

Reports:

Treasurer's Report –

- Treasurer Randy Staver reported. He was asked to provide some additional detail related to the whks invoice for LRIP grant application services. Randy will ask whks for information.
- The annual audit with Smith Schafer is underway.
- Jeff Orth questioned the interest rate numbers shown on the treasurer's report versus what is shown on the bank statements. Randy responded that this was a clerical error and that the rates reported on the bank statements are the correct numbers.
- Jeff Orth 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 #4740-4753 in the amount of \$35,325.93. All voted in favor and the motion passed.

JPB Claims – Matt Kitzmann moved and Brian Zmolek seconded to accept and pay Joint Powers Board claims #5398-5427 and the Rochester Township share in the amount of \$26,184.32, and a payroll share of \$14,110.00. All voted in favor and the motion passed.

Road Maintenance Supervisor Report –

- Mark Cochran reported that Rochester and Cascade townships purchased 240 tons of salt / sand as part of the purchase contract obligations.
- Matt Kitzmann asked about the status of the garage door repair of the bottom panels. Mark stated that they cannot get replacement panels for those doors any more. The recommendation is to replace the door on the west side of the garage with a new door and then use the panels to repair the door bottom panels on the east side. The Board gave Mark permission to proceed.

TCPA Report –

- Nothing in addition to what was reported earlier about the new addition. Jeff Orth noted the contributions of John Johnson in coordinating the project.

Board of Adjustment Report – There was no meeting.

Planning and Zoning Commission Report – No meeting this month.

Upcoming Meetings –

- None

Meeting Adjourned – Brian Mueller moved to adjourn. Matt Kitzmann seconded. All voted in favor and the motion passed. Meeting adjourned at 8:25 pm.

Respectfully Submitted,

Randy Staver, Clerk / Treasurer

Jamie Neisen, Chairman