

Rochester Township

Board Meeting Minutes

April 8, 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, three members of the public

Minutes – Matt Kitzmann moved to approve the minutes for the March 11, 2021 meeting with one correction – Brian Zmolek serves on the board of the Von Wald home. Brian Zmolek seconded. All voted in favor (5-0) and the motion passed.

Deputy's Report – Deputy Dean Thompson reviewed the call report of 52 calls for service.

Old Business:

None

New Business:

Annual Reorganization –

- Brian Zmolek moved and Brian Mueller seconded to approve the reorganization appointments and information for 2021 which include the following changes. All voted in favor and the motion passed.
 - Matt Kitzmann – Chair
 - Brian Mueller – Vice Chair
 - JPB chair will be determined at the next JPB meeting
 - Brian Zmolek – Planning and Zoning Commission
 - Jeff Orth – TCPA representative
 - Brian Zmolek – JPB Personnel representative
 - Brian Zmolek – Animal control officer
 - Remove Matt Kitzmann from the Fire Warden list
 - Set mileage per Federal guidelines at \$0.56 per mile

Road Tour Report –

- Minutes from the road tour were presented for review.

Secondary Access –

- Kevin Reckinger presented a request for a secondary access primarily to provide access to a shop area on his property. After some discussion, the Board determined that there was insufficient justification to allow the second access. As such, the request was denied.

West Hill – 2021 –

- Randy Staver provided historical information related to the established rates for the last several years. Through discussion the Board determined that it is important that services provided are sufficiently covered for inflationary increases. Matt Kitzmann moved to increase the annual cost slightly to \$370. Brian Mueller seconded. All voted in favor and the motion passed.

Information Items –

- Oaths Administered – Randy Staver reported that oaths have been administered and documents completed.
- Audit Status – Randy Staver reported that the audit is still underway and all information requested has been provided. The auditor plans to have a draft version ready for review before the end of April.
- Records Archive Status – Randy Staver reported that progress is being made in working through old records. Per state guidelines, some old papers have been discarded. The entire process will likely take several months.
- MS4 Project Status – Randy Staver reported that several communications have occurred between himself, Mark Cochran and Brandon Theobald at whks. Brandon is taking the lead on completing the two key reports ahead of the respective deadlines.

New Agenda Items:

- Bike Paths. Nathan Bakken addressed the board with concerns related to planned bicycle paths. He would like to have a better idea of planned routes and has concerns about issues such as liability. He referenced information from 2015 on the Olmsted county website located at <http://www.rasc-mn.org/Resources/Documents/Gamehaven%20Master%20Plan%20June%202015.pdf>. It was noted that the township has little influence in this area. It was suggested that he contact the City of Rochester Parks and Recreation department with further questions.
- Environmental Assessment Worksheet. The Pavilion Estates project received a request that an environmental impact assessment (EAW) be pursued due to the presence of a blue heron bird nesting area. The Olmsted county board recently tabled action until it could be determined who the appropriate governmental authority is and whether an EAW should be pursued. The State subsequently determined that the township is the authority and has 30 days in which to act as to whether an EAW is required or not. A concern was noted that the cost of a study has been estimated to be around \$25,000. Roger Ihrke has asked permission to consult with Peter Tiede to determine options. Brian Mueller moved to give Roger permission to proceed. Matt Kitzmann seconded. All voted in favor and the motion passed. The next regular meeting of the Board will occur before the 30 days have expired.

Further discussion occurred whether board supervisors should visit the site to better understand potential concerns. Jamie noted that supervisors could visit the site individually or in pairs so as not to violate open meeting laws. Jeff Orth suggested that a meeting be scheduled, with appropriate posting to the public, and all supervisors meet at

the site at the same time. Jeff Orth moved that such a meeting be scheduled. Matt Kitzmann seconded. The motion passed 3-2 with Brian Mueller and Jamie Neisen voting nay. Jeff Orth was asked to set up the meeting. Discussion continued regarding the logistics of such a meeting and the probable large turn out of the public. Further, there was a concern whether the town board could convene a meeting on private property. Matt Kitzmann moved to reconsider the previous motion. Brian Zmolek seconded. All voted in favor and the motion passed. No further motions were introduced and the meeting at the site will not occur.

- Bidding Process. Jamie Neisen discussed the thresholds pertaining to bidding process and the rules that apply. Single quotes may be sought for items less than \$25,000. For items between \$25,000 and \$175,000 the township may seek at least two quotes or use sealed bids. Items in excess of \$175,000 must use a sealed bid process. Documentation should be gathered explaining the process used and especially if only one bid is received. Jamie requested that the clerk purchase the most current manuals for board supervisors since the process and thresholds have changed over time.
- Building Lock Policy. Discussion occurred regarding building lock policy, who is responsible, and whether both of the front doors should be locked. There are complications given different and sometimes odd hours between TCPA, office and road crew staff. It was stated that one reason to leave the outside front door open is to allow notices to be placed in the vestibule. Based on discussion and including input from Dep. Thompson, the consensus was that both front doors should be locked. TCPA staff will be asked to ensure that those doors are locked when they depart for the day. There is still an open question where the notices bulletin board should be placed. Based on input from Dep. Thompson, Matt Kitzmann will check with Custom Alarm for options that would automatically lock doors at a defined time.
- Mayowood Estates Road. Mark Cochran stated that he had received a request to put down rock so that development can proceed. Generally, building permits are not issued until a new roadway has at least the first lift applied. Mark was given permission to proceed with installing rock with the stipulation that the existing road in the vicinity of Glenwood Road is blocked off so that contractors are not incented to use those roads.

Reports:

Treasurer's Report –

- Treasurer Randy Staver reported. He was asked to provide some additional detail related to the whks invoices. One invoice is for the second portion of expenses associated with submitting the LRIP application. The second invoice is for expenses paid on behalf of Ed Clark's development and those expenses will be reimbursed to the township.
- Randy noted that hours for the month were slightly over budget due to work associated with the annual meeting, annual election and providing information to Smith Schafer for the audit.
- Jeff Orth moved approval of the treasurer's report. Brian Mueller seconded. All voted in favor and the motion passed.

Rochester Township Claims – Brian Mueller moved and Matt Kitzmann seconded to accept and pay Rochester Township claims #4754-4774 in the amount of \$42,432.00. All voted in favor and the motion passed.

JPB Claims – Brian Mueller moved and Brian Zmolek seconded to accept and pay Joint Powers Board claims #5428-5454 and the Rochester Township share in the amount of \$28,592.06, and a payroll share of \$13,897.02. All voted in favor and the motion passed.

Road Maintenance Supervisor Report –

- Mark Cochran reported road work projects have begun. Letters have been sent to residents in vicinity of the impending work.
- A considerable amount of tree work is occurring in Cascade township.

TCPA Report –

- There was no meeting.

Board of Adjustment Report

- There was no meeting.

Planning and Zoning Commission Report –

- Meeting next Tuesday, April 13th.

Upcoming Meetings –

- None

Meeting Adjourned – Brian Mueller moved to adjourn. Jeff Orth seconded. All voted in favor and the motion passed. Meeting adjourned at 9:30 pm.

Respectfully Submitted,

Randy Staver, Clerk / Treasurer

Jamie Neisen, Chairman