

Rochester Township
Board Meeting Minutes
June 10, 2021

Meeting was called to order at 7:00 pm by Chairman Matt Kitzmann.

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

Guests – Mark Cochran, Dean Thompson, Andrew Forliti, two members of the public.

Minutes – Jeff Orth moved to approve the minutes for the May 13, 2021 meeting. Jamie Neisen seconded. All voted in favor (5-0) and the motion passed.

Deputy's Report – Deputy Dean Thompson reviewed the call report of 35 calls for service.

Old Business:

Pavilion Estate – EAW

- The Board established at the May meeting that an EAW should be performed which begins the EAW process. The process at this stage allows for 60 days to complete.

New Business:

2020 Audit – Smith Schafer –

- Andrew Forliti presented on behalf of Smith Schafer and detailed materials were provided. Results of the audit were summarized as a 'clean unmodified opinion' and no issues were noted.
- Summary comments:
 - General Fund reserves equal 39% of annual expenditures. Including the Reserve Fund, the percentage is 77%. This is considered very healthy.
 - There is no debt.

2630 Wildrose Ln SW –

- Jamie Neisen said a letter had been sent to the property owner in January stating that they were not in compliance in terms of building completion. After 12 months of inactivity a new permit is required. Jamie contacted the property owner and the township subsequently received a letter from her attorney stating that no action could be taken while legal proceedings are pending. The township attorney, Peter Tiede, stated that certain actions could be taken. Mr. Tiede

suggested that a letter could be written laying out the township position and options. Board discussion noted that the township should perform due diligence and that we should ensure that the township is providing a consistent response to the property owner in accordance with township ordinances.

- Jeff Orth made a motion to have Roger Ihrke work with Peter Tiede to write an appropriate letter stating the townships position. Jamie Neisen seconded. All voted in favor and the motion passed.

Kyle Herring Property –

- Roger Ihrke visited the property site as did Matt Kitzmann who noted that some material has been moved. Due to family issues, Mr. Herring had stated that he cannot meet the June deadline and requested a one year extension. It was noted that no new material may be brought on site. Jamie Neisen requested that Roger Ihrke contact Mr. Herring to encourage him to keep making progress on disposal of existing material.
- Mark Cochran was asked if some of the material could be used by others such as Olmsted county. Mark thought that it could although no one will likely wish to pay for the material. Mark was asked to check into some options.
- It was noted that a public hearing will be required if the township intends to proceed with revocation of the permit.

Engineering Consulting Support –

- Matt Kitzmann provided some background regarding engineering services provided. He asked whether the township should revisit the topic to validate township requirements and whether the township should seek competitive quotes. Brian Mueller stated that not that many firms are familiar with township work. Nevertheless, there are some concerns about increasing costs as well as a few other concerns.
- Matt Kitzmann suggested that a small work group, including Roger Ihrke, review the concerns and return to the Board with guidance and recommendations.
- Jeff Orth and Brian Zmolek volunteered to be part of group.

Town Hall Building Access –

- Matt Kitzmann reviewed the proposal from Custom Alarm for building security. He also reviewed a quote received from Bowman Door. Bowman has suggested an approach where the exterior doors are always locked but use a time controlled, magnetized strike plate for granting access. This would be used on the front door only.
- Jeff Orth asked about using a separate access system for the shop doors given access needs by road crew staff. Mark Cochran was asked to check with Custom Alarm for options.

- The current process of TCPA staff locking the front and hall doors seems to work well. What is needed is a way to better manage access to the garage area by JPB staff. The idea of using different zones was posed by Brian Zmolek.

Town Hall Signage –

- John Johnson submitted a diagram showing verbiage and placement of a new town hall sign for the front of the building. The Board agreed with the proposed sign with a modification to add ‘th’ to the address such that it reads: 4111 11th Ave SW. Randy Staver will communicate the change to John.

Information Items –

- Bank Accounts – Randy Staver circulated documents for Board signatures to add Brian Zmolek to the township bank accounts.
- Randy Staver talked about the American Rescue Plan Act (ARPA) which provides potential funding to municipal agencies for pandemic recovery. He noted an upcoming webinar which he will attend and then share information learned with the rest of the Board.

New Agenda Items:

- None.

Reports:

Treasurer’s Report –

- Treasurer Randy Staver reported. There was nothing out of the ordinary to report.
- Jamie Neisen moved approval of the treasurer’s report. Brian Mueller seconded. All voted in favor and the motion passed.
- Randy was asked about security of the office and computer equipment. Randy stated that the office area with files and equipment is routinely locked. He also stated that the entire computer system is backed up twice and those files are stored off site.

Rochester Township Claims – Brian Mueller moved and Jeff Orth seconded to accept and pay Rochester Township claims #4800-4814 in the amount of \$45,475.50. All voted in favor and the motion passed.

JPB Claims – Jamie Neisen moved and Brian Zmolek seconded to accept and pay Joint Powers Board claims #5482-5504 and the Rochester Township share in the amount of \$22,334.16, and a payroll share of \$13,701.16. All voted in favor and the motion passed.

Road Maintenance Supervisor Report –

- The 2011 one ton truck has been down for about a month due to back ordered parts. Apparently the fuel system including the fuel tanks and injector system were damaged. Cost to repair is about \$11,000. There needs to be further investigation to determine how the fuel system was compromised. It was suggested that Sara Rudquist contact MAT to see if there could be possible insurance coverage. Mark will follow up with Sara.
- Mark received a quote from Overhead Door for the garage door repair and replacement. Mark was asked to proceed.
- Mark stated that the last couple months have been very productive given the nice weather. Mowing is well underway. Mark talked about an error that had been made where work occurred on Boulder Creek road rather than in Weather Hills. This was largely a communication error since normal face to face meetings the past several months have not been possible due to COVID. Adjustments in the project schedule were made to accommodate.

TCPA Report –

- Jeff Orth said that the board had just met recently and discussion included Roger Ihrke's pending retirement. Roger would like to leave in roughly six months to a year. Jeff will likely sit on the interview panel of three. Advertising has occurred but there has been limited interest to date. One option to be explored is whether certain functions such as bookkeeping work could be pared off that might make the position more amenable. It was suggested that Randy Staver could perhaps take on some of those tasks.

Board of Adjustment Report –

- Brian Mueller and Dave McCloud met via telephone and there were no noteworthy issues.

Planning and Zoning Commission Report –

- No meeting this month.

Upcoming Meetings –

- None

Meeting Adjourned – Jamie Neisen moved to adjourn. Brian Mueller seconded. All voted in favor and the motion passed. Meeting adjourned at 9:00 pm.

Respectfully Submitted,

Randy Staver, Clerk / Treasurer

Matt Kitzmann, Chairman