

Rochester Township
Board Meeting Minutes
July 20, 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 (remote) and Randy Staver

Guests – Mark Cochran, Mark Hanson, Geoff Griffin, Mark Welch, Gene Peters

Minutes – Jeff Orth moved to approve the minutes for the July 8, 2021 meeting. Jamie Neisen seconded. All voted in favor (5-0) and the motion passed.

Old Business:

Millie Meadows Second – Development agreement

- Language was added per discussion at the previous meeting to further clarify how ‘substantially completed’ is defined.
- Jamie Neisen moved to approve the development agreement as amended. Brian Zmolek seconded. All voted in favor and the motion passed.

Resolution Res2021_07_01 – Acceptance of roadway – Lilly Farms – Phase 1 & 2

- A question was raised whether the previously adopted snow removal resolution had been exercised. Randy Staver responded that Sara Rudquist had informed him that an invoice had been issued and payment received for Lilly Farm 3 and 4. Gene Peters spoke and stated that his impression is that Lilly Farm 1 and 2 had already been previously accepted by the township.
- Brian Zmolek moved to adopt the resolution with an effective date of July 1, 2019 for the beginning of the warranty. Jeff Orth seconded. All voted in favor and the motion passed.

Resolution Res2021_07_02 – Acceptance of roadway – Millie Meadow – Phase 1

- Mark Welch provided information indicating that nine homes need to be substantially completed to meet the development agreement threshold for township road acceptance. At this time, eight homes are occupied and two others substantially completed.
- Brian Mueller moved to adopt the resolution with an effective date of July 1, 2021 for the beginning of the warranty. Jeff Orth seconded. All voted in favor and the motion passed.

Resolution Res2021_07_03 – Acceptance of roadway – Mayowood Hills South 4

- While the Board endorses the resolution, there was some discussion as to the date when the warranty should begin. The clerk was asked to research the date when escrow funds would have been disbursed and use that as the warranty begin date. Brian Zmolek moved to adopt the resolution with the warranty begin date to be determined. Jamie Neisen seconded. All voted in favor and the motion passed.

New Business:

Final Plat Millie Meadow Estates Second –

- Brian Zmolek moved to accept the final plat. Jeff Orth seconded. All voted in favor and the motion passed.

Lilly Farm Fourth General Development Plan & Preliminary Plat –

- Geoff Griffin from GGG spoke. As a criteria for development Geoff noted that Olmsted county rules provide that the road authority (township) must take care of the road crossing given proximity to Decorah edge.
- Geoff said that they will provide appropriate escrow funds per county ordinance requirements.
- Geoff will proceed with working out details with Roger Ihrke.

Planning Commission – open seats –

- Two individuals are resigning from the Planning and Zoning Commission. The commission is a five member board and includes two township board members; currently Jamie Neisen and Brian Zmolek.
- Matt Kitzmann said that someone has already expressed definite interest and two others are considering.
- Jamie Neisen noted that Arthur Handelman has been serving as the alternate for some time and this might offer a transition opportunity. Jamie further suggested that planning is a community led endeavor and that if there is enough interest, township residents should serve as committee members and the township board members serve as alternates.
- Jeff Orth talked about establishing a new meeting stipend amount. The current stipend is \$40. Reimbursement is typically made once a year after the clerk reviews Planning and Zoning meeting minutes to determine attendance and stipend amount due. It was noted that this should be done in June or July of each year. It was also noted that the township tries to keep total compensation under \$600 so that committee members aren't treated as employees.
- Jeff Orth moved to set the meeting stipend to \$75. Jamie Neisen seconded. All voted in favor and the motion passed.
- Matt Kitzmann moved to appoint Colin Patterson to the Planning and Zoning Commission. Jamie Neisen seconded. All voted in favor and the motion passed.

Personnel Committee –

- Matt Kitzmann spoke and stated that Andrew has resigned from the township to take another job. Mark Cochran has the authority to fill the position. Matt also stated that Mark Cochran has indicated a desire to retire sometime in the next year.
- Mark asked that discussion occur with the Joint Powers Personnel Committee to work out an employment agreement so that an end date is determined that aligns with certain PERA retirement pension dates. Matt stated that discussion will be upcoming at the personnel committee and suggested that a contract be offered to Mark with a potential end date of January 3, 2022.
- Mark also asked the Board to consider keeping the 4th staff position. Matt asked Mark for a list of duties and how resources are currently used. Mark responded that with the 4th person they are now able to mow more often, take care of more tree cutting, more wood chipping, concrete work, ditch work and erosion control. In the past the township needed to contract for some of this work. Mark thinks the 4th position should be retained.
- Mark said that Pat should be considered as a possible replacement for his position.
- Matt made a motion to authorize the JPB personnel committee to work out an employment agreement with Mark. Jeff Orth seconded. All voted in favor and the motion passed. It was noted that Cascade will need to agree with this approach as well.

Town Hall –

- Matt Kitzmann briefly discussed upgrading lighting inside the town hall to LED.

Meeting Adjourned – Jamie Neisen moved to adjourn. Brian Mueller seconded. All voted in favor and the motion passed. Meeting adjourned at 8:30 pm.

Respectfully Submitted,

Randy Staver, Clerk / Treasurer

Matt Kitzmann, Chairman