

## **Rochester Township**

### **Board Meeting Minutes**

**November 12, 2020**

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

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

**Guests** – Nine people in attendance including Mark Cochran and Dean Thompson.

**Minutes** – Jeff Orth moved to approve the minutes for the October 8, 2020 meeting. Brian Zmolek seconded. All voted in favor and the motion passed. Jeff Orth moved to approve the minutes for the October 20, 2020 meeting. Brian Mueller seconded. All voted in favor and the motion passed.

**Deputy's Report** – Deputy Dean Thompson reviewed the call report of 43 calls for service.

**Call for Other Agenda Items** –

- None

#### **Old Business:**

**CARES Funding** –

- Randy Staver reported that all CARES funds were expended by the required November 15<sup>th</sup> deadline. In addition, all necessary reports have been submitted to the State and Olmsted county.

**Meeting Space** –

- Use of meeting space will continue to be flexible between the town hall board room, garage and Cascade town hall depending on the expected number of attendees at any given meeting.

**Telephone / Internet System** –

- Randy Staver reported that he had contacted Metronet about extending service to the town hall. A price was quoted of \$22,000 to extend a line. Randy will continue to research options.
- Matt Kitzmann informed the Board that the final cost of the sound system of \$3,899.76 exceeded the budgeted amount of \$3,500 approved by the Board. Jeff Orth moved and Brian Mueller seconded to approve the revised amount. All voted in favor and the motion passed.

## **New Business:**

### **Meadow Ridge Dr SW, Valley View Road SW, 34th St SW, Oakland Lane SW Road Upgrade Options –**

- Jamie Neisen began the discussion by noting concerns from residents regarding tree removal and other road changes.
- Three options have been proposed: 1-road reconstruction, 2-Patchwork, 3-Change roadways to private.
- A petition from the neighborhood was presented by Stephen Corner. Several other residents spoke with the majority supporting option 2.
- Jamie Neisen noted that option 3 is not really desired but only listed for completeness of choices.
- Mark Cochran spoke regarding the options. Option 1 is a 4 year project with an estimated cost for a complete reconstruction about \$342,000. An overlay would cost about \$136,396 and seal coating would cost about \$50,000.
- Jamie Neisen asked if we could selectively choose trees to remove based on species or other criteria such as grading or slope. Mark Cochran stated it is possible and would need to be looked at.
- Jamie Neisen stated that the township has certain authorities and responsibilities and he understands that residents are very interested in preserving as many trees as possible.
- Jeff Orth stated that option 2 provides the most flexibility in terms of tree management and reiterated that public safety is important; there is potential liability for the township if things are placed in the ROW or not maintained properly.
- Matt Kitzmann stated that the township preference in general is not to have trees in the ROW for liability and maintenance reasons.
- Jeff Orth moved and Matt Kitzmann seconded to select option 2 and to proceed with a seal coat as soon as possible in 2021. The motion passed 4-1 with Brian Mueller voting nay.

### **Road Speed (Heritage Hills II) –**

- Jamie Neisen opened discussion which is based on a petition and request received from the Heritage Hills 2<sup>nd</sup> subdivision homeowner's association (HOA).
- Jamie referred to documents that state how speed limits are set based on State statute and roadway definition. He referred specifically to the Rural Residential District and Residential Roadway definitions.
- John Dietterich spoke as the president of the HOA.
- There are two roads in question. Creek View Lane SW and Creek Side Lane SW are .11 and .22 miles in length and fit the definition of residential roadway.
- Based on statutory definition, the township could set the speed limit on these roads to 25 mph.
- Jeff Orth moved and Brian Zmolek seconded to designate the two roads as residential roadways and set the speed limit to 25 mph.
- Jeff Orth withdrew his motion.
- Jeff Orth moved and Brian Zmolek seconded to evaluate all roads to see which might qualify as residential roadways. All voted in favor and the motion passed.

### **Township Road Acceptance –**

- Jamie Neisen stated that it has been past practice that the township not accept responsibility for road maintenance until a development has been at least 50% completed.
- For some recent projects the Board decided that responsibility would be accepted once 30% of the development has been completed.
- There is a desire to be consistent with the practice at Cascade township and to abide by the 50% language already contained in the township ordinance (section 5.110 of the Rochester Township Subdivision Ordinance).

### **Millie Meadows; drainage –**

- Jamie Neisen spoke about a couple of situations where placement of a home deviated from what was originally planned and in turn led to some water drainage issues.
- At a recent Planning & Zoning Commission meeting it was proposed that each individual home obtain a grading permit.
- Mark Cochran will bring back a plan at the township meeting next month.

### **Township Supervisor's email –**

- Matt Kitzmann spoke about getting email addresses for township supervisors and staff. There is potential liability if using unadministered email communications.
- He discussed the topic with our website provider, Revize, and was informed that email addresses would cost \$600 per year. Further, Revize does not have a Secure Socket Layer (SSL) certificate and the cost to obtain one would be \$400 plus \$100 per year.
- In speaking with some other vendors, Matt found that the features could be obtained at a cost of about \$200.
- Clerk Randy Staver was asked to find out what contractual obligation the township has remaining with Revize.

### **Snow plowing – RES2020\_11\_01 & RES2020\_11\_02 –**

- These resolutions replace resolutions RES2020\_10\_01 and RES2020\_10\_02. The reason for the change is a desire to be consistent with the policy created by Cascade township for pricing and billing through Joint Powers.
- Brian Mueller moved and Matt Kitzmann seconded to rescind RES2020\_10\_01 and adopt RES2020\_11\_01. All voted in favor and the motion passed.
- Brian Mueller moved and Matt Kitzmann seconded to rescind RES2020\_10\_02 and adopt RES2020\_11\_02. All voted in favor and the motion passed.

### **Laptop policy –**

- Jamie Neisen presented a draft policy that would be signed by township staff and supervisors who have been issued a laptop owned by the township. The policy addresses ownership, responsibility for damage, that the equipment only be used for township work by the township individual, and equipment returned upon termination.
- Matt Kitzmann said that the township should take the responsibility of wiping any data from laptops that are returned.

- Jamie Neisen asked that supervisors sign a copy of the form and return it to clerk Randy Staver.

**New Agenda Items:**

- None

**Reports:**

**Treasurer's Report –**

- Treasurer Randy Staver reported.
- 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 Brian Mueller seconded to accept and pay Rochester Township claims #4654-4675 in the amount of \$99,685.29. The motion passed 3-0 with Jamie Neisen and Matt Kitzmann abstaining.

**JPB Claims** – Matt Kitzmann moved and Brian Zmolek seconded to accept and pay Joint Powers Board claims #5275-5301 and the Rochester Township share in the amount of \$22,932.09, and a payroll share of \$13,006.86. The motion passed 4-0 with Jeff Orth abstaining.

**Road Maintenance Supervisor Report** – Mark Cochran reported saying that roads and projects are in good shape for the season.

**TCPA Report –**

- Jeff Orth recommended that the township obtain a bid for repairing the bottom panels of the shop garage doors which are showing corrosion. Mark Cochran said that he would follow up.

**Board of Adjustment Report** – Nothing to report.

**Planning and Zoning Commission Report** – Brian Zmolek reported.

**Upcoming Meetings –**

- None

**Meeting Adjourned** – Brian Mueller moved to adjourn. Jeff Orth seconded. All voted in favor. Meeting adjourned at 10:00 pm.

Respectfully Submitted,

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Randy Staver, Clerk / Treasurer

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Jamie Neisen, Chairman