

Rochester Township

Board Meeting Minutes

December 10, 2020

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

Members present - Jeff Orth (7:10 pm), Matthew Kitzmann, Jamie Neisen, Brian Zmolek, Brian Mueller and Randy Staver; all attendees were remote

Guests – Meeting was conducted remotely.

Minutes – Matt Kitzmann moved to approve the minutes for the November 12, 2020 meeting. Brian Mueller seconded with a noted correction to the Meadow Ridge topic that Brian Mueller had voted ‘nay’. All voted in favor and the motion passed.

Deputy’s Report – Deputy Dean Thompson reviewed the call report of 41 calls for service.

Old Business:

CARES Funding –

- Nothing new to report.

Meeting Space / TCPA Expansion –

- Construction on the expansion has begun and the back door is being used as a temporary entrance. Footings have been poured, exterior walls constructed and the roof trusses delivered. TCPA staff have asked if they could temporarily relocate their offices to the town hall conference room. Matt Kitzmann moved to allow the temporary use. Brian Mueller seconded. All voted in favor and the motion passed.
- Given the unavailability of the town hall board room and potentially messy weather, the Board decided to see if the Cascade town hall might be available for the January and February meetings. Randy Staver was asked to follow up. It was noted that the new voice equipment recently purchased is very portable.

Telephone / Internet System –

- Randy Staver reported on conversations with Centurylink for providing internet service. Similar to Metronet, they do not have a line in the immediate area that would allow provision of service. Matt Kitzmann suggested two other potential providers. He will forward contact information to Randy Staver who will follow up. It was also suggested that a telephone conference occur with Metronet to ask further questions about extension of services. Randy Staver will find a contact and it was suggested that Jamie Neisen, Brian Mueller and Randy Staver participate in the call.

Revize Contract

- Discussion continued regarding services from Revize and the current five year contract. Randy Staver will find out if there is a buyout option. Matt Kitzmann said conversion of

Gmail emails could be accommodated. The decision related to having township email addresses will be deferred.

Drainage Plan

- Some issues have arisen due to conflicting grading plans for lots within a development. Jamie Neisen spoke with Brandon Theobald about options. Brandon suggested that driveway location could be fixed at the time of grading plan approval but developers are not in favor due to changes that can occur. Brandon also suggested individual grading permits per lot and Roger Ihrke concurred. Planning & Zoning Commission will be re-evaluating the subdivision ordinance in the near future and may consider making this a part of a development agreement. The township can make changes as part of a development agreement currently. Jeff Orth expressed concern that unforeseen consequences have occurred in the past and that individual grading plans could worsen the issue and the Board should proceed cautiously. Brian Zmolek asked who would approve individual grading plans and Jamie Neisen said they would be reviewed by TCPA and the engineer contracted by the township.

Residential Roadway Speed Limits

- Jamie Neisen introduced the topic and restated the desire to look at the township in a comprehensive manner. He provided a chart related to his review of the roads throughout the township. 31 sign changes are possible. He also contacted MAT for further advice. It was recommended that the township engineer should evaluate. The estimated cost for an engineering review would be \$900 and Jamie thought it would be worthwhile. Matt Kitzmann asked if an engineer had been used in previous studies and the answer was no. It was noted that for unsigned roads within the township, the default speed limit is 55 mph. Matt Kitzmann stated that for liability reasons it makes sense to have a professional review with a focus on replacing existing 35 mph signs with 25 mph signs and possibly add a few additional signs. Matt Kitzmann moved to have our engineer do a review. Jeff Orth seconded. All voted in favor and the motion passed.

New Business:

Designate Annual Polling Place – RES2020_12_01 –

- Jeff Orth moved to approve RES2020_12_01 designating the annual polling location. Brian Mueller seconded. All voted in favor and the motion passed.

2021 Meeting Calendar –

- Jeff Orth moved to adopt the 2021 meeting calendar as presented. Brian Zmolek seconded. All voted in favor and the motion passed.

Board of Appeals & Equalization –

- Randy Staver reported on the process for re-establishing a township Board of Appeals & Equalization. In 2020, Olmsted county served the role for 2 of the 18 townships. No Rochester township residents appeared. Nevertheless, there is a desire to re-establish the board. To do so will require that the Board adopt a resolution and submit to the county by February 1st. Also, two township supervisors need to be certified which

involves taking an online class. Jamie Neisen and Brian Zmolek volunteered. Randy was asked to forward information related to the class.

Road Mileage Certification List –

- Jamie Neisen spoke regarding roads within the township and noted some changes that should be reflected on the county report. 30th Street SE is not a township road and should be removed. Glenwood PI SW should be changed to Galena PI SW. Headland Dr SW should be removed since that road doesn't exist. All homes are located on Headland Ct SW. Randy Staver will inform the county of the changes so they appear correctly on the certification report next year.

Notice of Town Office for Election 2021 –

- Randy Staver noted the requirement for notice of open board supervisor seats coming up in the 2021 election. Seats 1, 4 and 5 are up. Notice will be published in the Post Bulletin as well as on the township web site.

New Agenda Items:

- Jeff Orth noted concerns he has heard regarding mowing in the Heritage Hills area which will be resolved in early spring.
- Discussion occurred about the best way to evaluate ponds. Rather than having board supervisors do the analysis, a better practice would be to have professional staff do the work and then seek reimbursement from the developer. This would help mitigate potential liability issues. Jeff Orth and Matt Kitmann suggested that the township should have a strategy for future developments to take care of maintenance costs which should be included in a development agreement. It was also recommended that an amount be included in the annual budget for these expenses with the expectation they would be reimbursed. Mark Cochran reminded the group that Brandon Theobald from whks had said that their firm could do the analysis as well as other aspects related to the annual MS4 report.
- Jamie Neisen spoke about a State road grant application that opened as of December 2nd and ends March 3rd. The fund totals \$75 million and projects can be awarded up to \$1.25 million. In speaking with our engineering firm, it was suggested that Meadow Crossing Road might fit the criteria although there could also be other roads. Brandon will discuss this road and others with county staff since the county must back any grant applications. In 2018, out of 52 projects awarded, 6 went to townships. No awards were made in Olmsted county. The township would be responsible for any fees associated with writing up a grant application.
- Jeff Orth offered to donate a 4 drawer fireproof cabinet to the township. Randy Staver said that the township currently has a fireproof cabinet with some capacity. The cabinet will be offered to TCPA.

Reports:

Treasurer's Report –

- Treasurer Randy Staver reported. The second half of tax levy receipts have been received but were not on the bank statement in time for the December report.
- Brian Mueller moved approval of the treasurer's report. Jeff Orth 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 #4676-4709 in the amount of \$148,098.98. 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 #5302-5334 and the Rochester Township share in the amount of \$28,073.63, and a payroll share of \$13,039.16. All voted in favor and the motion passed.

Road Maintenance Supervisor Report –

- Mark researched what could be done to repair or replace the shop garage doors. The current doors are no longer manufactured. The recommendation from the vendor would be to install a new door on the west side and use the old panels to replace the bottom panels of the doors on the east side. The estimated cost would be \$6,000. Mark is waiting for more information to confirm.
- Due to the nice weather, work continues on brush removal and trimming.
- A question was raised whether the township should have a spare truck on hand. Brian Mueller advised that would not be a good idea since having a truck simply sit too much can cause maintenance issues.

TCPA Report –

- Jeff Orth reported on the financials for 2020 as of December 3rd. Total income was \$332,994.17 with total expenses of \$341,460.02 which includes \$29,008.70 of expense for the building addition to date. Leaving out the building addition expense, net income to date is \$20,542.80.

Board of Adjustment Report – There was no meeting.

Planning and Zoning Commission Report – There was no meeting.

Upcoming Meetings –

- None

Meeting Adjourned – Brian Mueller moved to adjourn. Jeff Orth seconded. All voted in favor. Meeting adjourned at 8:50 pm.

Respectfully Submitted,

Randy Staver, Clerk / Treasurer

Jamie Neisen, Chairman