

**Rochester Township**  
**Board Meeting Minutes**  
**December 12, 2019**

**Meeting was called to order at 7:00 pm by Chairman Jeff Orth.**

**Members present** - Jeff Orth, Douglas Butler, Brian Mueller, Matthew Kitzmann, Jamie Neisen and Sara Rudquist.

**Guests** - Mark Cochran, Deputy Tracey Pagel and 4 citizens

**Clerk / Treasurer Vacancy** – Matt Kitzmann and Jamie Neisen, members of the employment committee, brought forth a recommendation to select Randy Staver for the position of Rochester Township Clerk / Treasurer at a rate of \$27 per hour. Randy introduced himself as living in NE Rochester and recently retired from a 37 year career at Mayo Clinic. He currently serves on the Rochester City Council and is up for re-election in 2020. Randy discussed the township position with the Rochester City Attorney and was informed the township and elected positions would not be a conflict. Matt elaborated that Randy's qualifications, ability and attitude are important attributes. Matt Kitzmann moved to appoint Randy Staver as the Rochester Township Clerk / Treasurer. Brian Mueller seconded. All voted in favor and the motion carried. Randy began his position immediately.

Jamie Neisen moved that Sara Rudquist's salary should be moved to \$27 per hour during training. Matt Kitzmann seconded. All voted in favor and the motion carried.

Matt Kitzmann moved that the Board should appoint two members of the Board to serve as an employment committee to serve in the role of addressing employment concerns. Douglas Butler seconded. All voted in favor and the motion carried.

Douglas Butler moved to appoint Jamie Neisen and Matt Kitzmann to the employment committee. Brian Mueller seconded. All voted in favor and the motion carried with Matt and Jamie abstaining.

**Minutes** – Douglas Butler moved to accept the November 14, 2019, minutes as presented. Jamie Neisen seconded. All voted in favor and the motion carried.

**Deputy's Report** - Deputy Tracey Pagel reviewed the call report of 41 calls.

**Herring Property Update** – A letter was sent by Roger Ihrke representing the TCPA. Roger said that he and Mark Cochran will do an inspection next week. Mr. Herring has applied for a building permit, completed application for a second permit and sent pictures of junked cars being removed. The fire truck is gone and chips have been removed from the property. He has also moved items off the ROW and onto his property and he has backfilled the gas line with a permit. Mr. Herring has indicated that he is willing to do the things asked.

**Woodcrest Development, Inc. Metes & Bounds Subdivision** – TCPA Roger Ihrke presented the proposal which considers a lot line shift. Douglas Butler moved to approve the metes & bounds as presented by TCPA. Brian Mueller seconded. All voted in favor and the motion passed.

**Land Use Plan Amendment Resolution** – Roger Ihrke presented the request by Mr. Connelly to change the Olmsted County Land Use Plan Map listing approximately 30 acres in Section 6 from “Urban Service Area” to “Resource Protection – Potential Suburban”. Brian Mueller moved to adopt the land use plan amendment resolution. Douglas Butler seconded. All voted in favor and the motion passed.

**2020 Meeting Calendar** – Sara Rudquist presented the 2020 meeting calendar for discussion. Minor edits were made to include the regular meeting time for the Planning Commission. Jamie Neisen moved to adopt the calendar as amended. Matt Kitzmann seconded. All voted in favor and the motion passed.

**Notice of Town Offices for Election 2020 / Affidavit of Candidacy December 31 – January 14 (Seat 1 – Matthew Kitzmann for one year to finish term; Seat 3 – Jeff Orth; Seat 4 – Douglas Butler)** – Sara Rudquist presented.

**Motor Grader** – Jamie Neisen noted that currently expenses are divided based on road mileage. Further, the motor grader and wood chipper are not shared by Cascade Township. Currently, every road is a Joint Powers Board (JPB) expense. When the grader is used to plow, that is a JPB expense on a Rochester Township piece of equipment. Rochester Township has 7 miles of gravel roads and provides the equipment needed to care for that mileage. When the motor grader is used on asphalt roads that is a JPB use using Rochester Township equipment. A suggestion was made whether Cascade Township should buy into the motor grader so that everything becomes a JPB expense. Mark Cochran was asked if he could track how much the blade is used on asphalt roads. Mark indicated he will do that.

**Treasurer’s Report** – Matt Kitzmann moved to approve the treasurers report with a balance of \$528,491.42. Douglas Butler seconded. All voted in favor and the motion passed.

**Rochester Township Claims** – Brian Mueller moved and Jamie Neisen seconded to approve and pay claims #4430-4442 in the amount \$128,533.60. All voted in favor and the motion carried.

**JPB Claims** – Douglas Butler moved and Brian Mueller seconded to accept and pay the Joint Powers Board claims #4726-4751 and the Rochester Township share in the amount of \$34,217.64, and a payroll share of \$11,847.44. All voted in favor and the motion passed.

**Road Maintenance Supervisor Report** – Mark Cochran reported that he has been doing MS4 and that the rules are changing a bit for this year. Brian Mueller and Jeff Orth will work with Mark and the Clerk in 2020 for reporting. Mark also reported that he will check into disaster aid money; will bill out for mowing and; salt / sand will be tracked this year between the townships. The 2016 truck was in for repairs; equipment is in good shape. Mark noted that we should set a rate use of the wood chipper. Jamie Neisen stated that we should reserve the equipment for township use only and not rent it out.

**TCPA Report** – Jamie Neisen reported that they had finalized Roger Ihrke’s contract for 2020. There will a modest 2.1% increase. Jamie also presented possible concept plans for the Rochester Town Hall build-out.

**Board of Adjustment Report** - Did not meet.

**Planning and Zoning Commission Report** – Did not meet.

**Other** – Douglas Butler reported that he had attended a workshop on reasonable suspicion training.

**Upcoming Meetings** – Include: January 9, 2020 7:00 pm Board Meeting; January 31, 2020 9:00 am JPB Quarterly Meeting at Rochester Town Hall.

**Meeting Adjourned** – Douglas Butler moved and Brian Mueller seconded to adjourn. All voted in favor.  
Meeting adjourned at 9:15 pm.

Respectfully Submitted,

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Randy Staver, Clerk / Treasurer

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Jeff Orth, Chairman