

Rochester Township
Board Meeting Minutes
February 10, 2022

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 – Pat McGowan (telephone), Dean Thompson, Nathan Clarke, Tim Parkin and one member of the public.

Minutes – Jeff Orth moved to approve the minutes for the January 13, 2022 meeting. Jamie Neisen seconded. All voted in favor and the motion passed.

Deputy's Report – Deputy Dean Thompson reviewed the call report of 31 calls for service. There was a total of 530 calls for service during 2021.

Old Business:

Ordinance Updates

- The Construction and Maintenance of Access Driveways / Approaches / Culverts ordinance and Access Management and ROW ordinance were approved at the last meeting. The documents are being filed with Olmsted county.

Rookery Lawsuit

- No further information at this time.

2630 Wildrose Ln SW

- No further information at this time. Several board members asked about the ongoing costs and whether there should be a sharing of the legal expense. Board members did not feel it is equitable to ask township residents to absorb the costs. It was noted that there will likely be a balance between costs involved and resolution of the issue.

New Business:

Rezone A-3 to Agricultural District to Agricultural / Resource Commercial District – Leitzen –

- The Planning and Zoning Commission met on February 8, 2022 to discuss the proposed request for changes. The commission tabled the item until their

meeting in April. Board members commented that there have historically been issues with washing out of Old Valley Road. If this proposal goes forward, it may offer an opportunity to use Old Valley Road for the mining project but then repair the roadway to current specifications. Feedback from residents in the area indicate that they would prefer no hauling on Old Valley Road. The developer will be working with the county to develop a plan.

Board of Audit Report –

- The Board of Audit met on February 8, 2022 and reviewed financial activity for 2021. The Board concluded that the books are in order. Smith Schafer will be performing an in depth audit later this year. Jamie Neisen moved to accept the Board report and findings. Jeff Orth seconded. All voted in favor and the motion passed.

2022 and 2023 Budget –

- Randy Staver presented a revised budget for 2022 and 2023 based on Board direction at the January meeting. The revised budget includes a 7% increase across most budget line items per the current CPI unless a more exact number is known, e.g. fire department contract. Changes were also made in areas of compensation per Board discussion. There is no change for the 2022 tax levy.
- There was discussion whether ARPA funds could be used for some road projects as opposed to including those expenditures in the budget. It was decided to leave the budget for road and bridge as is and reserve ARPA funds for potential unanticipated expenses.
- Jeff Orth moved to accept the revise 2022 budget and the proposed 2023 budget. Brian Zmolek seconded. All voted in favor and the motion passed.

Annual Newsletter –

- The Board reviewed the draft annual newsletter that will be mailed to all township residents. Jamie Neisen moved approval to mail the letter as drafted. Brian Mueller seconded. All voted in favor and the motion passed.

FCC License –

- Clerk Randy Staver informed the Board that the FCC license required to operate township radio equipment has been renewed for 10 years. He noted that road crew have told him that they really no longer use the equipment in lieu of cell phone use. There was no cost to renew the license but if it had lapsed then it could be difficult to obtain again. Renewal allows the township time to consider options.

Office Equipment –

- Randy Staver presented information related to the office computer and printer.

The computer is over eight years old and slowing down. It can no longer be upgraded to the newest operating system. The color printer is three years old and has recently begun displaying an error message saying that an internal motor may need replacement. Randy asked the Board for permission to purchase a new computer and printer with a cap amount of \$2,500. Randy further suggested that the Board can use ARPA funds for this kind of expenditure. Jeff Orth suggested that we should consider a printer option that is capable of business level printing. Jamie Neisen moved to allow Randy to move forward with purchase of an office computer and printer with a cap of \$5,000. Brian Mueller seconded. All voted in favor and the motion passed.

Information Items:

None this month.

New Agenda Items:

- Planning and Zoning Commission. Jamie Neisen opened the discussion by stating that the current meeting schedule for the Planning & Zoning Commission leaves little time to prepare minutes and materials ahead of the regular Township Board meeting typically a couple days later. Per input from Roger Ihrke, Jamie Neisen moved to ask the clerk to draft a resolution stipulating that the Planning and Zoning meet the last Tuesday of each month beginning with their meeting in May. Brian Zmolek seconded. All voted in favor and the motion passed.
- ARPA funds – lighting. Matt Kitzmann presented a quote he received to replace town hall lighting with more efficient LED lighting. Matt stated that ARPA funds could be used for the project. The Board had given prior approval to spend up to \$2,000. The quote from Boe Electric, Inc. is \$2,340.00. Jeff Orth moved to proceed with the project and use ARPA funds for the expenditure. Jamie Neisen seconded. All voted in favor and the motion passed.
- Town Hall cleaning. Jeff Orth reported that he has explored working with a person who could perform general town hall cleaning. Scope of services was discussed. Pat McGowan will contact the person and arrange for a tour to better identify specific services. The topic will be revisited at the next board meeting.
- ARPA funds usage. Pat McGowan asked whether ARPA funds could be used to remedy some backflow water repairs. The cost would be approximately \$1,500. The Board agreed that this would be an appropriate use of ARPA funds and gave Pat permission to proceed.

Reports:

Treasurer's Report –

- Treasurer Randy Staver reported. Jamie Neisen moved approval of the treasurer's report. Brian Mueller seconded. All voted in favor and the motion passed.
- Randy commented that we received information that now says the township may spend ARPA funds for certain general fund and road fund expenses. MAT is providing more information.

Rochester Township Claims – Jamie Neisen moved and Jeff Orth seconded to accept and pay Rochester Township claims #4942-4953 in the amount of \$26,200.88. All voted in favor and the motion passed.

JPB Claims – Brian Zmolek moved and Jamie Neisen seconded to accept and pay Joint Powers Board claims #5719-5750 and the Rochester Township share in the amount of \$18,424.43, and a payroll share of \$8,290.36. All voted in favor and the motion passed with Brian Mueller abstaining.

Road Maintenance Supervisor Report –

- Pat McGowan reported. He said he is in the final stages to putting together the storm damage report. Once completed, it will be submitted to Olmsted County Emergency Management. Pat talked about a need for one additional emergency snow plow driver. He is aware of a person who is experienced and available. The Board agreed with the need and the matter will be taken up by the Joint Powers Board for action. Pat is continuing with education needed for his position.

TCPA Report –

- Jeff Orth reported. There continues to be considerable discussion about the appetite for development. There is also ongoing discussion concerning a replacement for Roger Ihrke who would like to retire by the end of 2022. They are currently still looking for candidates and Jeff asked that any names be forwarded to him. The position compensation is approximately \$60,000 to \$80,000 per year.

Board of Adjustment Report –

- No meeting this month.

Planning and Zoning Commission Report –

- Nothing additional to report.

Board Chair Report –

- Matt Kitzmann reiterated the pool cover issue of fencing versus pool covers. He noted that Olmsted county now permits pool covers in lieu of fencing as does the

City of Rochester. He pointed out that even with the change within the county language, each individual township must take specific action within their respective ordinances. This has caused confusion for homeowners who thought they were compliant. Brian Zmolek moved to ask Roger Ihrke to draft a change in ordinance language that would make the township ordinance similar to what Olmsted county has adopted. Jamie Neisen seconded. All voted in favor and the motion passed. Matt Kitzmann will follow up with Roger.

Upcoming Meetings –

- Planning and Zoning Commission – March 15, 2022 – 7:00 pm

Meeting Adjourned – Jamie Neisen moved to adjourn the meeting. Brian Zmolek seconded. All voted in favor and the motion passed. Meeting was adjourned at 8:45 pm.

Respectfully Submitted,

Randy Staver, Clerk / Treasurer

Matt Kitzmann, Chairman