

Rochester Township

Board Meeting Minutes

March 9, 2023

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

Members present - Matthew Kitzmann, Jamie Neisen, Brian Zmolek, Nathan Clarke, Jeff Orth and Randy Staver (via telephone)

Guests – Pat McGowan, Dean Thompson, Bill Tointon and Jered Staton.

Minutes – Jamie Neisen moved to approve the minutes for the February 9, 2023 meeting with an amendment regarding the Wild Rose property. Matt Kitzmann seconded. All voted in favor and the motion passed.

Deputy's Report – Deputy Dean Thompson reviewed the call report of 29 calls for service.

Pavilion Estates / Rookery Lawsuit –

- There was no new information to share.

2630 Wild Rose Lane SW –

- There was no new information to share.

Land Use Planning Workgroup –

- Nathan Clarke reported and said there was no new information to share this month.

Election –

- Randy Staver gave an overview of the election process including absentee voting, walk in voting on March 11th, steps for counting ballots on March 14th, certification of results, time period for contesting election results, campaign finance reports, issuance of certificates and oath of office.

Lot Line Shift (Metes & Bounds) – Woodland Valley –

- Jered Staton provided an overview of the request. Basically, the property owner is requesting the change to be able to better orient the house on the lot.
- Bill Tointon spoke on behalf of the property owner. He stated that both lots will remain buildable.

- Brian Zmolek moved to approve the metes and bounds request. Jamie Neisen seconded. All voted in favor and the motion passed.

Preliminary Plat – Mayo Woodland 4th –

- Jered Staton provided an update to the board. He stated that the Planning & Zoning Commission approved the preliminary plat which differs from the original GDP. There is a proposed reduction in the number of homes to be built. The final plat will be presented next month. No action is needed at this time.

Subdivision Ordinance –

- Jered Staton provided an overview of changes that have been made to the ordinance language. He noted that once the board agrees with the language, the ordinance will be given to the Planning and Zoning Commission to conduct a public hearing. The subdivision ordinance must be approved along with the three storm water ordinances.
- Jered said that he noted that our ordinance seems to be noncompliant with Rochester fire department policy. Fire vehicles require a 96 foot diameter bulb at the end of a cul-de-sac for turnaround purposes. For roadways longer than 150 feet, road width needs to be at least 26 feet wide. The requirements are the same whether the road is public or private.
- Brian Zmolek stated that he believes that roadways cannot be grandfathered in perpetuity and that they must be brought up to current standards whenever a road is reconstructed. Jered will follow up.
- Jamie Neisen asked if there is a way, in the situation of a tear down, to state in the ordinance that a new structure also has to be built at least within a certain distance relative of the original structure. Jered said that he hasn't heard of that and that a new structure would be approved so long as the new structure meets setback requirements. Jeff Orth asked about a similar situation if a structure burns and is replaced.
- Jamie discussed the subdivision purpose as described in section 1.1. He compared it to the language in the Cascade version which he feels is perhaps more descriptive. Jered will review.

Bank Change –

- Randy Staver noted that the bank change from Premier to ONB Bank is nearly complete. Only one account remains open and the majority of funds have been transferred to the new accounts. The remaining account will be closed once a few final checks clear.

Minnesota Deferred Compensation Plan –

- Randy Staver said that board members who wanted more information regarding

MNDPCP were given the name and contact information for our MSRS representative. Board members who wish to participate follow up individually. Randy will make changes to the payroll system once notification is received from MSRS.

Reports:

Treasurer's Report –

- Treasurer Randy Staver reported. He noted that all funds balance across the two banks and the accounting system. As noted last month, some old checks have been voided and appropriate beginning balances updated. He also drafted notes explaining the change for purposes of next year's audit.
- The external audit has begun and Randy is working with the Smith Shafer auditor. The audit should be completed in March / April with a board report in May.
- Jamie Neisen moved approval of the treasurer's report. Nathan Clarke seconded. All voted in favor and the motion passed.

Rochester Township Claims – Matt Kitzmann moved and Brian Zmolek seconded to accept and pay Rochester Township claims #5246-5263 in the amount of \$46,032.89. 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 #6106-6140 and the Rochester Township share in the amount of \$35,686.69, and a payroll share of \$12,231.65. All voted in favor and the motion passed.

Road Maintenance Supervisor Report –

- There have been more equipment repairs than normal.
- Per the request of a resident, speed limit signs were added to Quarve Road. The City of Rochester is paying for one of the signs. The city has also requested that the township stop saying 'begin' and 'end' on speed limit signs. They say it is confusing and redundant.
- Pat put up the requested signage on the salt shed that is accessible to residents.
- Pat is waiting to collect data from the new electronic speed signs on 8th street.
- Pat met with Luke and Chris to discuss staffing and the needs for a 4th person. Their feeling is that they definitely need a 4th person but it isn't urgent and Pat does not feel it needs to be pursued aggressively at this time.
- Most of the work right now relates to snowplowing and tree removal.
- A request for bids and quotes has been put out. The Board should let Pat know of any specific concerns. He feels that information gained from the annual road

tour would lead to more accurate bids.

- The annual road tour was set for Monday, March 27th beginning at 10:30 am.

TCPA Report –

- Jeff Orth reported that they just met yesterday and that activity is quiet. He reiterated that they need to pursue finding a replacement for David Meir, who also wishes to retire soon.

Board of Appeals & Adjustment Report –

- No meeting this month.

Planning and Zoning Commission Report –

- Jamie Neisen reported. There had been some discussion about member availability and attendance. Jamie stated that it might be helpful to offer more clear direction and that it should be known that the commission is not simply advisory. He also said it would be helpful to tighten up communications so that the commission and board are better aligned.
- There was discussion about the new mailbox ordinance and expected outcomes.

Board Chair Report –

- Nothing else to report.

Upcoming Meetings –

- Annual Road Tour – March 27, 2023 – 10:30 am.
- Planning and Zoning Commission – April 11, 2023 – 7:00 pm.

Meeting Adjourned – Jamie Neisen moved to adjourn the meeting. Matt Kitzmann seconded. All voted in favor and the motion passed. Meeting was adjourned at 8:55 pm.

Respectfully Submitted,

Randy Staver, Clerk / Treasurer

Jeff Orth, Chairman