

Rochester Township Supervisors Meeting
Rochester Town Hall
Thursday, March 14, 2024
7:00 PM
AGENDA

- I. Open comment period
- II. Call to order Town Board Meeting; Pledge of Allegiance
- III. Minutes of the February 8, 2024 Board meeting
- IV. Deputy Report – Dean Thompson
- V. Continuing Business Reports
 - A. Treasurer’s Report – Randy Staver
 - B. Rochester Township claims
 - C. Joint Powers claims
 - D. Road Maintenance Supervisor Report – Pat McGowan
- VI. Tabled Items
 - A. Resolution – land use plan amendment (review in May)
- VII. Old Business
 - A. 2630 Wild Rose Ln SW
 - B. Land Use Planning work group
 - C. Speed study – speed table policy – letter
 - D. Westhill Drive SW
- VIII. New Business
 - A. Subdivision Ordinance – Storm Water ordinance
 - B. Resolution approving final pay – Lilly Farm 4th infrastructure – RES2024_03_01
 - C. Passe property rezoning – Bolander – sand / gravel pit
 - D. Nigon land use plan amendment
 - E. Mayo Woodlands Third – VAR2024_03_01
- IX. Other Reports / Information Items
 - A. Information Items
 - i. March elections
 - B. TCPA Report – Jeff Orth
 - C. Planning & Zoning Commission Report
 - D. Board Chair Report

- X. Other Business
 - A. Future meetings
 - a. Planning & Zoning Commission – March 19, 2024 – 7:30 pm
- XI. Adjourn

Rochester Township

Board Meeting Minutes

February 8, 2024

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

Members present - Matthew Kitzmann, Jamie Neisen, Jeff Orth, Michael Melford, Nathan Clarke and Randy Staver.

Guests – Pat McGowan and Brian Mueller.

Open Comments

- None.

Minutes – Nathan Clarke moved to approve the minutes for the January 11, 2024 meeting with a minor edit. Jeff Orth seconded. All voted in favor and the motion passed.

Matt Kitzmann moved to approve the minutes for the January 26, 2024 Board of Audit meeting. Nathan Clarke seconded. All voted in favor and the motion passed.

Deputy's Report –

- Deputy Dean Thompson was not present this month.

Treasurer's Report –

- Treasurer Randy Staver reported. There was no unusual activity to report.
- All year end reports have been filed. Work continues on the annual audit with Smith Schafer.
- Jamie Neisen asked whether ARPA funds could be used to help offset the purchase of the new skid loader. Matt Kitzmann commented that we could probably not use those funds since this was an equipment purchase through joint powers.
- Jeff Orth commented that he is receiving a slightly greater interest rate of 4.35% from Eaglerock Bank. Randy will check with Eaglerock regarding our current rate.
- Jeff Orth moved approval of the treasurer's report. Michael Melford seconded. All voted in favor and the motion passed.

Rochester Township Claims – Michael Melford moved and Nathan Clarke seconded to accept and pay Rochester Township claims #5449-5466 in the amount of \$36,842.90. All voted in favor and the motion passed with Jeff Orth abstaining.

JPB Claims – Jeff Orth moved and Nathan Clarke seconded to accept and pay Joint Powers Board claims #6451-6487 and the Rochester Township share in the amount of \$25,858.92 and a payroll share of \$14,755.97. All voted in favor and the motion passed.

Road Maintenance Supervisor Report –

- There have been minimal snow events so the road crew has been working on tree removals given the pleasant weather. The new skid loader is working fine.
- Pat relayed a discussion held at the Joint Powers Personnel Committee. They are recommending a 4.28% wage increase for Lucas Lentz. Part of the rationale is to manage through Chris Lien's medical leave as well as prepare for his pending retirement in the not-too-distant future.
- Michael Melford moved approval of the committee recommendation. Jeff Orth seconded. All voted in favor and the motion passed.
- Pat is spending time looking at equipment records and ensuring that there is appropriate insurance coverage.
- Pat discussed recruitment efforts for summer help. He has one candidate he would like to pursue.

Land Use Plan Resolution –

- Will be revisited in May 2024.

2630 Wild Rose Lane SW –

- No new information to report.

Land Use Planning Workgroup –

- Jeff Orth reported that discussions are ongoing regarding the Nigon property. The preference is to remove the land from the urban service area and to allow for large lot development. The county land use process requires that the City of Rochester endorse the change and they have not done so. Rochester Township did submit a letter of support for a change for 50 acres.
- Alternatively, the Nigon family could create a 5 / 35 acre division which is felt would be poor land use planning. There is a total of nearly 300 acres that could be considered.
- Jeff discussed potential future goals for Mayo Clinic growth and the desire to have large lot inventory for future clinic workers.
- While the township previously sent a letter of support to the city, the township could choose to formally approach the city regarding redesignation of the 50 acres.

Speed Study –

- Pat will be moving the signs from 8th Street to Weather Hill.

- Matt Kitzmann asked about lead time to obtain removable speed tables.

Westhill Drive SW –

- Randy Staver noted that an invoice has been sent to the City of Rochester per the recently approved agreement.

Subdivision Ordinance –

- Jered Staton spoke and said that he had distributed the latest draft of the ordinance. He has also received the final road drawings from GGG which he presented. The projected Right of Way would be 85 feet. Matt discussed an option of shifting the roadway centerline such that the ROW would perhaps be closer to 75 feet. Jered will review further.
- Jered reviewed the sections that have been edited including sections 6.05 D, E and F. An additional edit pertaining to private snowplowing was suggested. Jered asked about maintenance of mailbox areas by a HOA and if the proposed language reflects the desired goals especially in cases where maintenance is not occurring or a HOA dissolves.

2024 / 2025 Budget –

- Randy Staver presented the draft budget which is based on board discussion that occurred January 26th. One minor change was suggested to the election wage line item to reduce it from \$8,280 to \$1,000. The proposed total amount for 2025 is \$1,489,127. This represents a 1.9% levy increase over 2024.
- Matt Kitzmann moved approval and Jeff Orth seconded to approve the proposed 2025 budget. All voted in favor and the motion passed.

Waste Hauling –

- Randy Staver presented information related to the current waste hauler, Waste Management, and two proposals for revised services.
- Jeff Orth moved to accept the proposal from Aspen Waste Services and to initiate cancellation of services with Waste Management. Michael Melford seconded. All voted in favor and the motion passed.

Annual Newsletter / Township Mailing –

- Randy Staver noted that the 2024 newsletter has been written and is posted on the township website. He said that any additional information or edits can be made. He also said that postcards have been mailed to township residents reminding them of the annual meeting and board supervisor election.

March Elections –

- Randy Staver reminded the board of the upcoming Presidential primary election to be held on Tuesday, March 5th and the township board supervisor election to be held Tuesday, March 12th.

Lilly Farm 4 –

- Randy Staver updated the board on the infrastructure project. The project is near completion and final payment has been requested. An appropriate resolution will be presented at the March meeting.

Pavilion Estates –

- Jered Staton reported on a conversation he had with Bill Tointon regarding signage posted on private property that adjoins the Pavilion Estates development. The signage is generally negative and the realtor is saying that it affects potential buyers. Bill suggested there could be legal action taken.

Use of town hall –

- Jered Staton said that he has been contacted by City of Rochester staff who would like to use the town hall to hold a neighborhood informational meeting on March 7, 2024 from 5:30-6:30 pm. Jered agreed that he could be present to allow building access. The board agreed.

Pool Ordinance –

- Jered Staton reported that he has received some questions regarding interpretation of the pool ordinance and the various protections such as pool covers, alarms and fencing. The Mayo Woodlands HOA would like to permit installation of pools. Parts of the ordinance language are vague or conflicting. Based on board direction, Jered will propose some language changes and present to the Planning & Zoning Commission for review. A public hearing will be required.

Reports:

TCPA Report –

- Jeff Orth said that TCPA will be meeting next week.

Board of Appeals & Adjustment Report (Township Board) –

- There was no additional action requested this month.

Planning and Zoning Commission Report –

- There will be no meeting in February. It is anticipated that the solar ordinance will be discussed at the March meeting.

Board Chair Report –

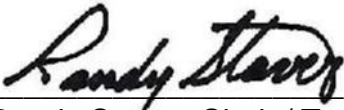
- No information to report this month.

Other Business –

- None

Meeting Adjourned – Jeff Orth moved to adjourn the meeting. Michael Melford seconded. All voted in favor and the motion passed. Meeting was adjourned at 9:45 PM.

Respectfully Submitted,

A handwritten signature in black ink that reads "Randy Staver". The signature is written in a cursive, flowing style.

Randy Staver, Clerk / Treasurer

Jamie Neisen, Chairman

DRAFT

March 2024
Treasurer's Report

Period: 02/01/2024 - 02/29/2024

Accounts

Opening Balance - ONB - checking	#5320	\$ 120,000.00
Deposits	\$	45,107.38
Interest checking (1.00%)	\$	95.08
Checks / Withdrawals	\$	(41,176.30)
Sweep debits checking (-)	\$	(44,302.19)
Sweep credits checking (+)	\$	40,276.03
Ending balance checking	\$	120,000.00

Opening Balance - ONB - savings	#0201	\$ 130,000.00
Interest savings (4.35%)	\$	428.49
Sweep debits savings (-)	\$	(85,004.71)
Sweep credits savings (+)	\$	84,576.22
Ending balance savings	\$	130,000.00

Opening Balance - ONB - IntraFi	#0201	\$ 1,509,383.79
Interest ICS (4.35%)	\$	5,057.74
Sweep credits ICS (+)	\$	44,741.18
Sweep debits ICS (-)	\$	(40,274.03)
Ending balance ICS	\$	1,518,908.68

Total ONB ending balance	\$	1,768,908.68
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Adjustments - in transit \$ 523.57

Cash Control ending balance	\$	1,769,432.25
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Total ending ONB balance	\$	1,768,908.68
- Reserve (1/2 of Est. Bud).	\$	(500,000.00)
- Designated ARPA funds	\$	(136,361.95)
- Designated Griffin road project		(\$68,718.05)
Available to Spend	\$	1,063,828.68

<u>Deposits</u>		
Cafeteria plan	\$	208.33
TCPA rent	\$	500.00
Developer reimbursement	\$	870.64
Developer reimbursement	\$	660.00
Developer reimbursement	\$	3,558.75
Tax levy - road payment	\$	33,583.66
Filing fees	\$	6.00
City of Rochester - Westhill Dr.	\$	5,720.00
TBD	\$	-
TBD	\$	-
Total	\$	45,107.38

PROJECT

- Westhill Drive SW - invoice for road care annually - invoice mailed to City of Rochester

Rec'd \$ -

- Griffin Construction (restricted funds):

Beginning balance	\$710,159.69	<u>Date Pd.</u>
Payment	(\$88,414.00)	9/6/2022
Payment	(\$318,968.03)	10/8/2022
Payment	(\$158,753.09)	11/5/2022
Payment	(\$43,234.50)	7/21/2023
Payment	(\$32,072.02)	
Payment	\$0.00	
Current balance	\$68,718.05	

- ARPA Expenditures (restricted funds):

Beginning balance	\$207,964.10	<u>Date Pd.</u>	
JPB staffing	(\$2,549.19)	11/6/2021	Essential workers
JPB staffing	(\$2,549.19)	12/4/2021	Essential workers
LED lighting upgrade	(\$2,407.00)	4/15/2022	Revenue replacement
Office equipment - printer	(\$899.99)	4/15/2022	Revenue replacement
Backflow preventer work	(\$1,719.23)	5/7/2022	Revenue replacement
Speed signs	(\$9,392.00)	11/5/2022	Revenue replacement
Repair shop floor	(\$34,772.50)	2/9/2023	Revenue replacement
Office equipment - computer	(\$1,899.98)	3/31/2023	Revenue replacement
Boardroom monitor	(\$1,540.32)	6/30/2023	Revenue replacement
Town hall grill	(\$1,263.75)	6/30/2023	Revenue replacement
Leadow Crossing Road striping	(\$12,609.00)	8/5/2023	Revenue replacement
(e) TBD	\$0.00		
(e) TBD	\$0.00		
(e) TBD	\$0.00		
(e) TBD	\$0.00		
Current balance	\$136,361.95		

Note: ARPA expenditures must be obligated by 12/31/2024 and spent by 12/31/2026.



ROCHESTER TOWNSHIP
4111 11TH AVE SW
ROCHESTER, MN 55902-1508

PERIODIC STATEMENT

Date: Feb 29, 2024
Period: Feb 01, 2024 to Feb 29, 2024
(29 days)

Welcome to Eagle Rock Bank (formerly ONB Bank)!

Visit our new website at www.eaglerock.bank

Your Account(s) at a Glance

Deposit Account(s)	Account #	Interest Earned YTD	Balance as of 02/29
Comm Checking - Int	CK-1000005320	196.72	120,000.00
Community Savings	SV-0700000201	863.92	130,000.00

ACCOUNT #: CK - 1000005320 Comm Checking - Int

ONB Community Checking

ROCHESTER TOWNSHIP

Enclosures: 13

Beginning Balance as of 02/01/24	120,000.00
Deposits & Other Credits	85,478.49
Charges & Fees	0.00
Checks & Other Debits	85,478.49
Average Balance	120,000.00
Ending Balance as of 02/29/24	120,000.00

Transaction Information

Date	Check#	Description	Debit Amount	Credit Amount
02/05	19251485	Mobile Capture Deposit		870.64
02/08		Min Balance - Sweep from SV		5,383.40
02/09		Min Balance - Sweep from SV		1,972.50
02/12		Min Balance - Sweep from SV		5,580.40
02/14		Min Balance - Sweep from SV		156.16

Account #: CK -1000005320

PERIODIC STATEMENT
ROCHESTER TOWNSHIP

Feb 29, 2024

Check Information (continued)

Date	Check#	Amount	Date	Check#	Amount
02/26	10162 *	25,858.92	02/15	10168	38.64
02/16	10163	432.00	02/22	10169	660.00
02/27	10164	208.33	02/26	10170	200.00
02/27	10165	259.94	02/14	10171	100.00
02/21	10166	253.17	02/20	10172	42.85
02/12	10167	2,499.96			

* Indicates a break in the Check number order.

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
02/05	120,000.00	02/15	120,000.00	02/26	120,000.00
02/08	120,000.00	02/16	120,000.00	02/27	120,000.00
02/09	120,000.00	02/20	120,000.00	02/29	120,000.00
02/12	120,000.00	02/21	120,000.00		
02/14	120,000.00	02/22	120,000.00		

ACCOUNT #: SV - 0700000201 Community Savings

Community Savings

ROCHESTER TOWNSHIP

Enclosures: 0

Beginning Balance	
as of 02/01/24	130,000.00
Deposits & Other Credits	85,004.71
Charges & Fees	0.00
Checks & Other Debits	85,004.71
Average Balance	128,610.72
Ending Balance	
as of 02/29/24	130,000.00

Eagle Rock Bank
975 34th Ave NW
Rochester, MN 55901

RETURN SERVICE REQUESTED

Rochester Township
4111 11th Ave SW
Rochester, MN 55902

Contact Us
507-280-0621
operations@banknonb.com
www.banknonb.com



Account
Rochester Township

Date
02/29/2024

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IntraFi Cash ServiceSM, or ICS[®], Monthly Statement

The following information is a summary of activity in your account(s) for the month of February 2024 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through IntraFi Cash Service. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law.

Summary of Accounts

Account ID	Deposit Option	Interest Rate	Opening Balance	Ending Balance
*****201	Savings	4.35%	\$1,509,383.79	\$1,518,908.68
TOTAL			\$1,509,383.79	\$1,518,908.68

For the Period : 2/1/2024 To 2/29/2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$1,186,956.89	\$7,851.72	\$12,774.57	\$1,182,034.04	\$0.00	\$1,192.50	\$1,183,226.54
Road and Bridge	\$73,729.13	\$37,142.41	\$26,951.77	\$83,919.77	\$0.00	\$1,050.00	\$84,969.77
Federal Programs - ARPA	(\$61,477.75)	\$0.00	\$0.00	(\$61,477.75)	\$0.00	\$0.00	(\$61,477.75)
Cafeteria Fund	\$2,708.29	\$208.33	\$2,499.96	\$416.66	\$0.00	\$0.00	\$416.66
Escrow Fund - Development	\$19,525.05	\$0.00	\$0.00	\$19,525.05	\$0.00	\$0.00	\$19,525.05
General Reserves	\$659,025.30	\$5,486.23	\$0.00	\$664,511.53	\$0.00	\$0.00	\$664,511.53
Sheriff Protection	(\$6,451.94)	\$0.00	\$0.00	(\$6,451.94)	\$0.00	\$0.00	(\$6,451.94)
Fire Protection	(\$175,157.56)	\$0.00	\$0.00	(\$175,157.56)	\$0.00	\$0.00	(\$175,157.56)
General Capital Projects	\$61,421.94	\$0.00	\$0.00	\$61,421.94	\$0.00	\$0.00	\$61,421.94
Electric	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INTERNAL SERVICE FUNDS (701 through 799)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clearing	(\$1,551.99)	\$0.00	\$0.00	(\$1,551.99)	\$0.00	\$0.00	(\$1,551.99)
Total	\$1,758,727.36	\$50,688.69	\$42,226.30	\$1,767,189.75	\$0.00	\$2,242.50	\$1,769,432.25

<u>Name of Fund</u>	<u>Beginning</u> <u>Balance</u>	<u>Total</u> <u>Receipts</u>	<u>Total</u> <u>Disbursed</u>	<u>Ending</u> <u>Balance</u>	<u>Less</u> <u>Deposits</u> <u>In Transit</u>	<u>Plus</u> <u>Outstanding</u> <u>Checks</u>	<u>Total</u> <u>Per Bank</u> <u>Statement</u>
Jamie Neisen	Chair, Town Supervisor				Date		
Jeff Orth	Town Supervisor				Date		
Matthew Kitzmann	Town Supervisor				Date		
Michael Melford	Town Supervisor				Date		
Nathan Clarke	Town Supervisor				Date		

Date Range : 2/1/2024 To 2/29/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
02/29/2024	Minnesota Association of Townships	Spring class - Randy Staver	5467	\$75.00	100-41425-308-	Clerk	\$75.00
02/29/2024	Minnesota Association of Townships	Spring class - Michael Melford	5468	\$75.00	100-41110-308-	Council/Town Board	\$75.00
02/29/2024	Federal Government	March payroll taxes - Q1, #3	5469	\$807.33	100-41110-103- 100-41425-103-	Council/Town Board Clerk	\$300.30 \$507.03
02/29/2024	State of Minnesota	March payroll taxes - Q1, #3	5470	\$65.54	100-41110-103- 100-41425-103-	Council/Town Board Clerk	\$2.72 \$62.82
02/29/2024	PERA	February 2024 payroll deductions	5471	\$867.90	100-41110-103- 100-41425-103-	Council/Town Board Clerk	\$517.40 \$350.50
02/29/2024	Empower - MN Deferred Comp Plan	February 2024 Deferred Income	5472	\$2,975.00	100-41110-103-102 100-41110-103-103 100-41110-100-104	Council/Town Board Council/Town Board Council/Town Board	\$1,275.00 \$700.00 \$1,000.00
02/29/2024	Rochester Township Cafeteria Acct	February 2024 paycheck cafeteria deposit	5473	\$208.33	100-41110-103-	Council/Town Board	\$208.33
02/29/2024	Minnesota Association of Townships	Spring class - Jamie Neisen	5474	\$75.00	100-41110-308-	Council/Town Board	\$75.00
02/29/2024	Joint Powers Board	February claims and payroll	5475	\$28,571.40	201-43127-310-	Joint Powers	\$28,571.40
02/29/2024	Charter Communications	Invoice 175428901022124	5476	\$129.99			

Date Range : 2/1/2024 To 2/29/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-41940-325-	General Government Buildings and Plant	\$129.99
02/29/2024	WHKS	Invoices 50510	5477	\$245.83			
					100-41110-314-808	Council/Town Board	\$245.83
02/29/2024	Culligan of Greater Rochester	Water	5478	\$11.95			
					100-41940-229-	General Government Buildings and Plant	\$11.95
02/29/2024	People's Energy Cooperative	Electric bill for outdoor lights - February statement	5479	\$38.00			
					100-43160-386-	Street Lighting	\$38.00
02/29/2024	Olmsted County	Invoice SHER-148239 - 1st quarter	5480	\$6,080.78			
					260-42120-313-	Crime Control and Investigation	\$6,080.78
Total For Selected Claims				\$40,227.05			\$40,227.05

Date Range : 2/1/2024 To 2/29/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	Jamie Neisen		Chair, Town Supervisor				Date
	Jeff Orth		Town Supervisor				Date
	Matthew Kitzmann		Town Supervisor				Date
	Michael Melford		Town Supervisor				Date
	Nathan Clarke		Town Supervisor				Date

Rochester Township

Gross Pay Report

For the Period 3/1/2024 to 3/31/2024

Employee Name	Title	Gross Wages
Clarke, Nathan	Supervisor	1,217.45
Kitzmann, Matthew	Supervisor	1,217.45
Melford, Michael	Supervisor	1,217.45
Neisen, Jamie	Supervisor	1,521.81
Orth, Jeff	Supervisor	1,217.45
Staver, Randy R	Clerk/Treasurer	2,503.59
Staver, Sheila	Record Keeping	168.00

Date Range : 2/1/2024 To 2/29/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
02/29/2024	United States Treasury	March 2024 payroll taxes Q1 payment 3	6488	\$5,855.76			
					201-43102-171-	Road Salary	\$4,030.69
					201-43102-122-	Road Salary	\$1,825.07
02/29/2024	MN Department of Revenue	March 2024 payroll taxes Q1 payment 3	6489	\$1,160.79			
					201-43102-172-	Road Salary	\$1,160.79
02/29/2024	PERA	March 2024 payroll contributions	6490	\$3,396.01			
					201-43102-121-	Road Salary	\$1,819.29
					201-43102-174-	Road Salary	\$1,576.72
02/29/2024	Empower	Deferred income - Chris L. and Pat M.	6491	\$650.00			
					320-41440-175-	Chris Lien HSA	\$250.00
					340-41450-175-	Pat McGowan HSA	\$400.00
02/29/2024	Premier Bank	Chris Lien HSA	6492	\$400.00			
					320-41440-173-361	Chris Lien HSA	\$400.00
02/29/2024	NCPRS Group Life Ins	Chris Lien ID 1156 - march 2024	6494	\$16.00			
					201-41970-365-300	Insurance	\$16.00
02/29/2024	Rochester Public Utilities	2009272 - RT water only	6495	\$93.54			
					100-41940-382-201	General Government Buildings and Plant	\$93.54
02/29/2024	People's Energy Cooperative	Cascade Township	6496	\$474.00			
					100-41940-381-200	General Government Buildings and Plant	\$474.00
02/29/2024	People's Energy Cooperative	Rochester Township	6497	\$239.00			
					100-41940-381-201	General Government Buildings and Plant	\$239.00
02/29/2024	Waste Managememt	Cascade trash	6498	\$195.11			
					100-41940-384-200	General Government Buildings and Plant	\$195.11

Date Range : 2/1/2024 To 2/29/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
02/29/2024	Waste Managememt	Rochester trash	6499	\$436.94	100-41940-384-201	General Government Buildings and Plant	\$436.94
02/29/2024	Minnesota Energy Resources	Rochester 02/26/2024	6500	\$945.07	100-41940-383-201	General Government Buildings and Plant	\$945.07
02/29/2024	Minnesota Energy Resources	Cascade 02/20/2024	6501	\$305.65	100-41940-383-200	General Government Buildings and Plant	\$305.65
02/29/2024	MRO Systems	shop tools, nuts and bolts	6502	\$471.61	201-43115-221-	Shop & Equipment Supplies	\$471.61
02/29/2024	Earl's Small Engine Repair, Inc.	safety chaps and supplies	6503	\$201.69	201-43115-221- 201-41940-219-	Shop & Equipment Supplies General Government Buildings and Plant	\$54.70 \$146.99
02/29/2024	Dalco	toilet paper	6504	\$63.27	201-43115-221-	Shop & Equipment Supplies	\$63.27
02/29/2024	NAPA Auto Parts - Rochester	paint, headlight bulbs	6505	\$46.82	201-43115-221-	Shop & Equipment Supplies	\$46.82
02/29/2024	MWSCO	welding blanket, grinding bit	6506	\$112.33	201-43115-221-	Shop & Equipment Supplies	\$112.33
02/29/2024	Ronco Engineering Sales, Inc.	hydraulic fittings, pressure washer hose	6507	\$382.95	201-43115-221-	Shop & Equipment Supplies	\$382.95
02/29/2024	CHS	Diesel	6508	\$3,594.06	201-43111-212-	Fuel	\$3,594.06

Date Range : 2/1/2024 To 2/29/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
02/29/2024	Little Falls Machine, Inc	2021 Mack new spinner motor	6509	\$534.56			
					201-43116-229-113	Heavy Equipment Repairs	\$534.56
02/29/2024	RDO Equipment Co	spray paint	6510	\$16.03			
					201-43115-221-	Shop & Equipment Supplies	\$16.03
02/29/2024	Skyline Salt Solutions	salt	6511	\$11,425.99			
					201-43136-216-	Salt, Sand & Hauling	\$11,425.99
02/29/2024	Menards - Rochester South	shop tools	6512	\$19.99			
					201-43115-221-	Shop & Equipment Supplies	\$19.99
02/29/2024	Menards - Rochester North	shop tools	6513	\$22.13			
					201-43115-221-	Shop & Equipment Supplies	\$22.13
02/29/2024	Charter Communications	Cascade phone and internet	6514	\$132.97			
					100-41940-386-200	General Government Buildings and Plant	\$132.97
02/29/2024	Premier Bank Fees	March ACH processing fee	6515	\$15.00			
					100-41940-210-	General Government Buildings and Plant	\$15.00
Total For Selected Claims				\$31,207.27			\$31,207.27

Date

Joint Powers Board Report		March meeting	Claims: February	
Rochester and Cascade Townships				
	Total		Rochester Township	Cacade Township
Payroll:				
Pay: Payroll Claims	\$ 16,438.93			
Deductions/ FICA /Medicare	\$ 10,428.56			
	\$ -	\$ -	\$ -	
Employee Ded HSA	\$ 1,050.00			
Total	\$ 27,917.49	\$ 13,958.75	\$ 13,958.75	
Non- Payroll Disbursements:				
Claims (52.35%/47.65%)	\$ 8,302.72	\$ 4,346.60	\$ 3,956.12	
Salt / Sand (47% / 53%)	\$ 11,425.99	\$ 5,370.22	\$ 6,055.77	
		\$ -	\$ -	
Total Disbursements	\$ 47,646.20	\$ 23,675.56	\$ 23,970.64	
Claims List	\$ 31,207.27			
Net Pay Dist.	\$ 16,438.93			
	\$ 47,646.20			
Equipment 1/12 of Budgeted	\$ 9,583.34	\$ 4,791.67	\$ 4,791.67	
Sick Leave Escrow	\$ 208.34	\$ 104.17	\$ 104.17	
Amount owed by township	\$ 57,437.88	\$ 28,571.40	\$ 28,866.48	
	\$ 57,437.88			
Should be 00	\$ -			
**2024 equipment budget = \$115,000				
2023 Cascade	26.95	47.65%		
2023 Rochester	29.61	52.35%		
	5.52 miles gravel			
	24.09 miles paved			
total	56.56			
	51.04 paved			

Amount		
6515	\$ 15.00	Premier
6502	\$ 471.61	MRO
6503	\$ 201.69	Earls
6504	\$ 63.27	Dalco
6505	\$ 46.82	Napa
6506	\$ 112.33	MWSCO
6507	\$ 382.95	Ronco
6508	\$ 3,594.06	CHS
6509	\$ 534.56	Falls
6510	\$ 16.03	RDO
6512	\$ 19.99	MenardsS
6513	\$ 22.13	MenardsN
6514	\$ 132.97	C-Charter
	\$ -	Century Link
6497	\$ 239.00	R-Peoples
6496	\$ 474.00	C-Peoples
6495	\$ 93.54	RPU
6498	\$ 195.11	R-Waste Mgt
6499	\$ 436.94	C-Waste Mgt
6501	\$ 305.65	C-Mn Energy
6500	\$ 945.07	R-MN Energy
Total	\$ 8,302.72	
6511	\$ 11,425.99	Olm Aggregate
Total	\$ 11,425.99	Skyline
6489	\$ 1,160.79	Salt/Sand
6490	\$ 3,396.01	STATE
6494	\$ 16.00	PERA + Admin Fee
6488	\$ 5,855.76	NCPERS
Total Payroll	\$ 10,428.56	FED
Cafeteria Payments		
6491	\$ 650.00	Deferred Income
6492	\$ 400.00	CL HS A
	\$ 1,050.00	
Total	\$ 19,781.28	
Payroll	\$ 16,438.93	
	\$ 36,220.21	



Rochester ***== Township ==***

4111 11th Avenue SW
Rochester, MN 55902
www.rochester-township.com

March 14, 2024

To: Rochester Township Residents Residing Near 8th Street SW

From: Rochester Township Board

Re: 8th Street SW Speed Complaints

Situation: The Rochester Township Board has received multiple complaints of excessive speeding along 8th Street SW.

Background: You live in a residential neighborhood with a speed limit of 25 MPH. All residential neighborhoods in Rochester Township have a 25 MPH speed limit.

The Rochester Township Board has attempted multiple mitigation efforts to reduce speeding along 8th St SW, including:

- Mailing out letters to Township residential addresses near 8th Street SW, including Lilly Farm 3 and 4, stating that residents are concerned about excessive speeding.
- Purchasing and installing speed monitors to give feedback to the residents of their traveling speed.
- Comparing the speeds along 8th Street SW to other neighborhoods, such as Weatherhill and Millie Meadows.
- Discussing speeding concerns at the Rochester Township monthly meetings with Olmsted County Sheriff Dean Thompson.

The speeding data demonstrate a high number of vehicles driving over the speed limit by at least 11 MPH.

Please attend the **April 11th, 2024 Rochester Township meeting at 7 pm at Rochester Township Hall at 4111 11th Ave SW**. We will allow for 2 minutes of open comment per community member at the beginning of the meeting and the Board will discuss speeding mitigation plans later in the meeting.

Sincerely,

Jamie Neisen

Rochester Township Chairman

Note: The following email was sent by Gary Donovan on 11/08/2005 to township board members including Art Reckinger, Doug Butler, Brenda Dicken, Brian Mueller, Gary Swenson, Jeff Orth and Lenny Laures. It sounds like there was a committee established that fall to discuss a possible speed table policy. The draft policy follows the email. I haven't found evidence that the policy was actually adopted although Jeff or Brian may recall the outcome.

From: gary donovan [garyd@cwsmail.com]

Sent: Tuesday, November 08, 2005 12:16 PM

Attached is the speed table document which will be presented Thursday night. As you look it over, be aware that this is a work in progress (paragraphs 1 & 2). While the committee did agree on certain points, inevitably, there are those which will have to be resolved as the process goes forward. Although it is my opinion that this document gives us a good basis from which to move forward, I also feel that it contains no information which is not subject to change, should credible data so indicate.

The board's commitment to the installation of a speed table on 8th Street, under the label of "Experimental", will allow/require the continued research needed to design a process that meets everyone's approval.

PROPOSED: EVALUATION OF AN EXPERIMENTAL SPEED TABLE AND OTHER SPEED CALMING METHODOLOGIES FOR THE PURPOSE OF INVESTIGATING EFFECTIVENESS AND IMPACTS OF SUCH DEVICES AND METHODOLOGIES.

INTRODUCTION: The intent of this document is to provide a preliminary criterion to enable the installation of experimental speed calming devices on a Rochester Township Residential Street / Road that will have a variety of conditions over time. The proposal would enable the collection of data during the entire experimental period on the physical devices, methodologies and criteria used, such that a future judgment can be made as to cost, effectiveness and impacts of the various methodologies, processes and implementation criteria used.

GOAL OF SPEED CALMING DEVICES: The goal of speed calming devices is to economically control vehicle speeds to levels at or very close to the posted speed limit and to create an environment that is reasonably safe for all users of the road and affected residents alike.

1. Only Streets / Roads that qualify as a "Rural Residential District" [RRB] based on MN Statute 169.14; ^{FPN 1} are to be considered for speed calming devices such as speed tables or speed humps.
2. That speed tables or speed humps may only be applied to streets or roads where the posted speed limit is 30 MPH or less.
3. Speed calming process, considerations and criteria for a Rural Residential District Road:
 - 3.1. Upon receipt of a speed complaint, the town board may consider standard measures such as centerline striping, speed limit signage, and / or speed limit reduction ^{FPN 2} etc. Stop signs are not to be considered for or as speed control measures.
 - 3.2. If, after the application of standard speed calming measures, excessive speeds continue to be reported, then speed tables or speed humps are to be considered.
 - 3.3. That at least 60% of the residential households abutting the street or road identified in this "Residential District", including those residences whose only ingress and egress is via the Residential District Road under consideration, must

have signed a petition requesting the installation of a speed calming device, and must have submitted this petition ^{FPN 3} to the Town Board.

3.4. Prior to installation of a speed-calming device, a vehicle speed profile and a vehicle daily transit volume study will be conducted, with a minimum, 15-day, continuous measurement period, to verify meeting either of the following criteria.

a. In a "Rural Residential District", with a posted thirty mile per hour speed limit, where the speed profile study identifies that more than 15% of the traffic volume exceeds the posted speed limit by 8 MPH (27%), shall be considered as having met the speed profile criteria for installation of a speed calming device. The results of the vehicle daily transit volume study may be used to modify the installation decision.

b. In a "Rural Residential District", with a posted twenty-five mile per hour speed limit, where the speed profile study identifies that more than 15% of the traffic volume exceeds the posted speed limit by 5 MPH (20%), shall be considered as having met the speed profile criteria for installation of a speed calming device. The results of the vehicle daily transit volume study may be used to modify the installation decision.

4. That the materials and construction costs of speed calming devices may be shared equally between the Township and the affected property owners and / or residents, up to a maximum assessment limit of \$80 per year.

5. That any installed speed calming device may be considered for removal for identified safety reasons or if 60% of the residential households abutting the street or road identified in this "Residential District", including those residences whose only ingress and egress is via the Residential District Road, petition for the removal, and that all originally petitioning residents be given the opportunity to comment on proposed removal. The town Board shall have final approval for any action.

6. That speed tables be installed no closer than 150 feet to an intersection or within 20 feet of a driveway entrance and that multiple speed tables be installed no closer than 250 feet and no farther apart than 800 feet.

FPN 1 A Rural Residential District is defined as: "Territory contiguous to and including any town road within a subdivision or plat of land that is built-up with dwelling houses at intervals of less than 300 feet for a distance of one quarter mile (1320 feet) or more".

FPN 2 If a substantial volume of non-motorized traffic identified to or by the Town Board, the Board may, as another step in the process, consider reducing the speed limit in this RRD to 25 MPH, MN Statute 169.14 (7)

FPN 3 This petition may identify any special considerations that the affected residents feel should be brought to the attention of the Town Board, e.g. substandard road design, substantial non-motorized high cut-through or commercial traffic.

ROCHESTER TOWNSHIP

**RESOLUTION APPROVING FINAL PAY REQUEST AND ACCEPTING PUBLIC
INFRASTRUCTURE FOR LILLY FARM FOURTH
RESOLUTION NO. RES2024_03_01**

WHEREAS, the town board of Rochester Township, Olmsted County, Minnesota entered into a development agreement for the construction of public infrastructure for Lilly Farm Fourth on August 8th, 2022; and

WHEREAS, THE TOWN BOARD OF Rochester Township, Olmsted County, Minnesota awarded a construction bid in the amount of \$568,127.75 to Griffin Construction for the construction of public infrastructure for Lilly Farm Fourth on June 9th, 2022; and

WHEREAS, the township engineer has recommended the township accept the project and make final payment in the amount of \$32,072.02; and

WHEREAS, per the development agreement, the developer is required to provide a warranty and surety in the amount of \$142,031.94 which is 25% of the cost of the improvements for six (6) years from the acceptance of public infrastructure.

NOW, THEREFORE, BE IT RESOLVED by the Rochester town board, Olmsted County, Minnesota, that the town board hereby accepts the public infrastructure and the final pay request in the amount of \$32,072.02 is approved.

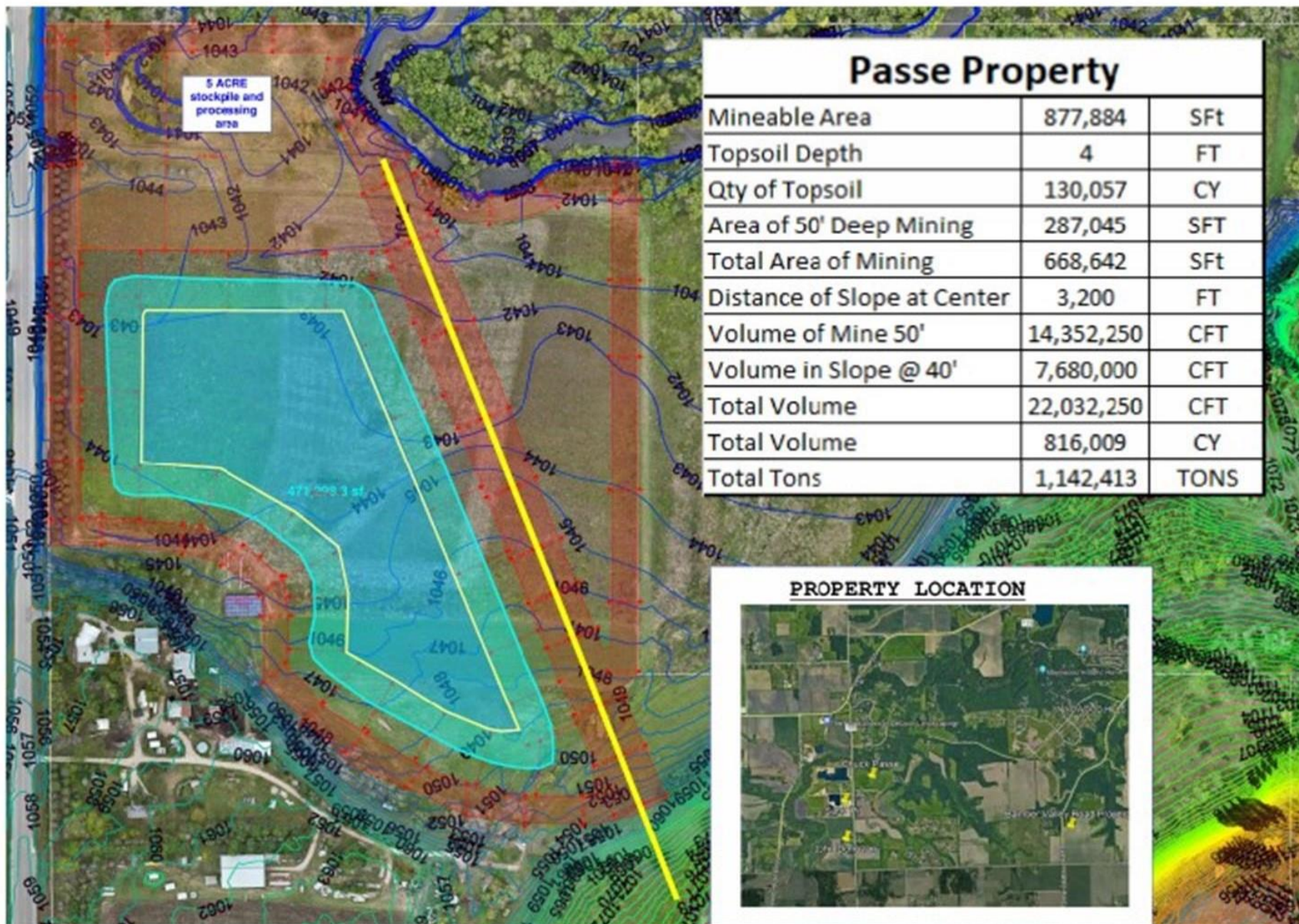
Adopted this _____ day of _____, 2024.

BY THE BOARD

Town Chairperson

Attest: _____
Town Clerk







Rochester Township

4111 11th Ave. SW
Rochester, MN 55902
www.rochester-township.com

February 29, 2024

Olmsted County Board of Commissioners
Government Center
151 4th Street SE
Rochester, MN 55904

Re: Land Use Plan Amendment – Nigon Family Farm – Section 5 & 6, Rochester
Township

Dear Board Members,

For the past several months the Nigon Family and their representatives have been attempting to initiate an amendment to Olmsted County's Land Use Plan Map for parcels they own in sections 5 & 6 of Rochester Township. The requested amendment will change the Land Use designation from "Urban Service" to "Suburban Development". The Nigon Family has been unable to gain Support from the City of Rochester so the application cannot proceed to a hearing before the County Board of Commissioners. The Nigon Family is now requesting the Olmsted County Board of Commissioners for their support to initiate this land use plan amendment as permitted in section 11.5 of Olmsted County General Land Use Plan (adopted August 16, 2022).

The Rochester Township Board supports the proposed amendment and the Nigon Family's request for the Olmsted County Board of Commissioners to initiate such an amendment.

Sincerely,

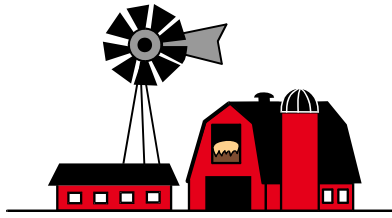
Jamie Neisen, Chair
Rochester Town Board

CC: Randy Staver, Clerk
TCPA

TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

4111 11th Avenue SW Room 10
Rochester, MN 55902

Phone: (507) 529-0774
Fax: (507) 281-6821



David H. Meir, Administrator
Jered Staton, Administrator
Ethan Kaske, Assist. Admin.

david@tcpamn.org
jered@tcpamn.org
ethan@tcpamn.org

-- TCPA --

Date: 2/28/2024

Re: Variance Request, Section 17 - Rochester Township.

To: Rochester Township Board of Adjustment

Applicant: Rochester Township

Public Hearing: On Thursday, March 14th, 2024, after 7:00 pm the Rochester Township Board of Adjustment will hold a public hearing at the Rochester Township Town Hall, 4011 11th Ave SW, Rochester, MN 55902, regarding:

Request: An application for a Variance to the rear yard setback distance for several lots in Block 2 of the Mayo Woodlands Third Subdivision. All lots are located within the Mayo Woodlands Special District. This variance will reduce the current rear yard setback of 40 feet to 25 feet. The intent of the variance is to increase the buildable area of the identified cluster lots to give the builder additional architectural options.

Location: Lots 2, 3, 5-9, and 14 Block 2, Mayo Woodlands Third

Zoning: Mayo Woodlands Special District

Ordinance: Mayo Woodlands Special District: Section B.2.f

Attachments: Exhibit

Ordinance: **Mayo Woodlands Special District**

B. Land Use and Zoning Regulations

2. **Zoning Regulations:** The property is zoned as R-1 (low density residential district) and a small area is A-3 (8.86 acres - agricultural) and the general zoning district regulations of the R-1 Low Density Residential District of the Rochester Township Zoning Ordinance effective June 16, 1999, shall apply except as herein modified by the regulations of the Special District:

- f. Rear yard regulations:** A minimum rear yard depth of forty (40) feet shall be provided for all village units and a minimum of one hundred fifty feet (150) from the rear lot line or one hundred (100) feet from the preservation easement for the conventional lots unless otherwise shown on the Special District Exhibit.

Analysis:

The 8 lots subject to this variance are in Block 2 of the Mayo Woodlands Third subdivision. The existing use of the property is single family residential development.

These lots are served by a Community Wastewater Treatment System (CWTS) and range in size from 0.50 to 0.69 acres.

The area is in the Suburban Development District of Olmsted County's Land Use Plan and the Suburban Development District of the City of Rochester's Comprehensive Plan. Currently, there are no plans for the City of Rochester to extend its municipal boundary to include this area.

The lots are owned by individuals and local homebuilders.

Purposed and Intent: Section 1.02 PURPOSE AND INTENT:

This zoning ordinance is enacted for the following purpose: to implement the Rochester Township Land Use Plan and to promote and protect the health, safety, and general welfare throughout Rochester Township by lessening congestion in the public rights-of-way; securing safety from fire, panic and other dangers; providing adequate light and air; facilitating the adequate provision of water, sewerage and other public facilities; conserving the value of properties and encouraging the most appropriate use of the land; and to protect the environment; pursuant to authority granted in Minnesota Statutes, Chapter 462.351, as amended, authorizing Township planning and zoning activities, establishing a Board of Adjustment and authorizing the enactment of official controls and providing penalties for the violation thereof, in accordance with the authority granted in Minnesota Statutes, Section 104.05, "Statewide Standards and Criteria for Management of Flood Plain Areas in Minnesota"; and "Statewide Standards and Criteria for Management of Shoreland Areas of Minnesota" and other appropriate Minnesota Statutes. Section

Section 4.08 VARIANCES:

A variance from a provision of this zoning ordinance may be granted by the Board of Adjustment in a case in which the zoning ordinance is found to impose particular hardship to a property owner and that there are exceptional circumstances or conditions applying to the intended use of the property in question that do not apply generally to other similar properties in the same zoning district. The Board of Adjustment may not permit as a variance any use that is not permitted for the property in the district where the affected person's land is located.

A. Criteria for Granting an Area Variance: When considering an application for an Area Variance, the Board must determine if the request will result in a practical difficulty and the following factors shall be considered:

1. That there are exceptional circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district.
2. That authorizing such variance will not be of substantial detriment to adjacent property and will not materially impair the intent and purpose of this zoning ordinance or the public interest.
3. That the condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practicable the formulation of a general regulation for such conditions or situation and that the alternative of consideration of a map amendment changing the zoning district classification would be impractical.
4. That the variance requested is the minimum variance which would alleviate the hardship.
5. Whether the request will have an adverse effect on government services.
6. Whether the requested variance will cause a substantial change in the character of the neighborhood or will result in a substantial detriment to neighboring properties.
7. Whether there is another feasible method to alleviate the need for the variance (economic considerations play a role in the analysis under this factor).
8. How the practical difficulty occurred including whether the landowner created the need for the variance.
9. Whether in light of all of the above factors, allowing the variance would serve the interests of justice.

Findings of Fact: *Staff comments in italics.*

1. That there are exceptional circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district.

The development plan for the property in question was created several years ago. A special zoning district was created which requires a larger rear yard setback than what is seen in other zoning districts.

The Board should consider the above information as well as potential public comment when considering whether this criterion is met.

2. That authorizing such variance will not be of substantial detriment to adjacent property and will not materially impair the intent and purpose of this zoning ordinance or the public interest.

All lots subject to this variance contain greenspace beyond the lot's rear property line. This greenspace affords an additional buffer to the requested 25' setback. The revised setback would afford a distance of at least ~55' between a dwelling and a public ROW and at least ~95' between two dwellings.

The Board should consider the above information as well as potential public comment when considering whether this criterion is met.

3. That the condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practicable the formulation of a general regulation for such conditions or situation and that the alternative of consideration of a map amendment changing the zoning district classification would be impractical.

This request is not general as it intends to modify a special district that was not developed as originally planned.

The Board should consider the above information as well as potential public comment when considering whether this criterion is met.

4. That the variance requested is the minimum variance which would alleviate the hardship.

This variance will afford these lots the same rear yard setback as required of an R-1 district and alleviate any hardship. Granting the variance will create a larger buildable area giving the property owner more architectural options.

The Board should consider the above information as well as potential public comment when considering whether this criterion is met.

5. Whether the request will have an adverse effect on government services.

TCPA staff can not see a scenario where government services will be adversely impacted by granting this variance.

The Board should consider the above information as well as potential public comment when considering whether this criterion is met.

6. Whether the requested variance will cause a substantial change in the character of the neighborhood or will result in a substantial detriment to neighboring properties.

It is not anticipated that granting this variance will substantially change the neighborhood or be detrimental to neighboring properties.

The Board should consider the above information as well as potential public comment when considering whether this criterion is met.

7. Whether there is another feasible method to alleviate the need for the variance (economic considerations play a role in the analysis under this factor).

Past conversations with builders indicate that property owners are finding it difficult to place a suitable home in the current buildable area. For this particular hardship there does not appear to be another feasible method to alleviate the need for a variance.

The Board should consider the above information as well as potential public comment when considering whether this criterion is met.

8. How the practical difficulty occurred including whether the landowner created the need for the variance.

This hardship is due to a variety of circumstances not believed to be created by the landowner. As the area developed, the plan was modified to include more greenspace in areas, a reduced number of village lots and buyers are desiring a larger footprint than the current building area allows.

The Board should consider the above information as well as potential public comment when considering whether this criterion is met.

10. Whether in light of all of the above factors, allowing the variance would serve the interests of justice.

This report has been compiled using the latest information available to us at the time of writing. The Board should consider any additional information and external agency comments not yet received when making their determination.

Conclusion:

Staff have presented, to the best of their knowledge, the facts regarding this variance request and the criteria to be satisfied when the Board of Adjustment considers a variance request.

The Board of Adjustment should consider the information detailed above, forthcoming comments from reviewers and any public comment to determine whether these criteria have been satisfied.

