

**Rochester Township Supervisors Meeting**  
**Rochester Town Hall**  
**Thursday, April 13, 2023**  
**7:00 PM**  
**AGENDA**

**To participate by telephone, dial (978) 990-5000 and enter access code 253635**

- I. Call to order Town Board Meeting (Pledge of Allegiance)
- II. Minutes of the March 9, 2023 Board meeting
- III. Deputy Report – Dean Thompson
  - A. Sheriff Kevin Torgerson visit and review
- IV. Call for additional agenda items
- V. Old Business
  - A. Pavilion Estates / Rookery
  - B. 2630 Wild Rose Ln SW
  - C. Land Use Planning work group
- VI. Tabled Items
  - A. Storm water ordinances
- VII. New Business
  - A. Mayo Woodlands 4<sup>th</sup> Final Plat
  - B. Subdivision Ordinance (depending on any action taken by P&Z Commission)
  - C. Mailbox policy
  - D. Board of Adjustment revision
  - E. Road tour report
  - F. Annual reorganization
  - G. West Hills amount for 2023 (13 properties @ \$400 last year)
  - H. Snow plowing – RES2023\_04\_01 Woodland Valley Estates
  - I. Clerk / Treasurer job description
  - J. Sound system
  - K. Information items:
    - i. Certificate of Election and Oath issued
    - ii. Bank change
    - iii. Joint Powers change
    - iv. Audit status

VIII. Reports

- A. Treasurer's Report – Randy Staver
- B. Road Maintenance Supervisor Report – Pat McGowan
- C. TCPA Report – Jeff Orth
- D. Board of Adjustment Report
- E. Planning & Zoning Commission Report
- F. Board Chair Report

IX. Adjourn

## **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 11<sup>th</sup>, steps for counting ballots on March 14<sup>th</sup>, 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 4<sup>th</sup> –**

- 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

MNDGP 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 8<sup>th</sup> street.
- Pat met with Luke and Chris to discuss staffing and the needs for a 4<sup>th</sup> person. Their feeling is that they definitely need a 4<sup>th</sup> 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 27<sup>th</sup> 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,

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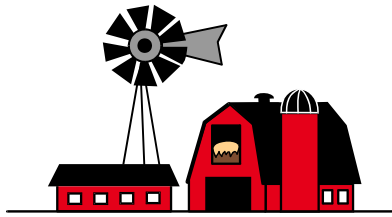
Randy Staver, Clerk / Treasurer

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Jeff Orth, Chairman

# TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

4111 11<sup>th</sup> Avenue SW  
Room 10  
Rochester, MN 55902  
PH: (507) 529-0774  
FX: (507) 281-6821



*Roger Ihrke, Administrator*  
*David Meir, Administrator*  
*Jered Staton, Administrator*  
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-- TCPA --

**Date:** 3/16/2023

**To:** Rochester Township Planning Commission  
Rochester Township Board  
Ed Clark/Clark Development, LLC  
G Cubed Inc.

**RE:** Mayo Woodlands Fourth Final Plat

## **Application:**

The Rochester Township Planning Commission will hold a public hearing at the Rochester Town Hall, 4111 11<sup>th</sup> Ave SW, Rochester, MN on Tuesday, April 11, 2023, after 7:00 PM regarding:

## **Request:**

An application for a final plat consisting of 20.76 acres being subdivided into six (6) single family residential lots and one outlot. The property is zoned Special District. The proposed development is known as Mayo Woodlands Fourth and located in the southwest quadrant of Meadow Crossing Road SW and Mayo Woodlands Road SW intersection. Each lot will access Mayo Woodlands Road SW via private driveways. The six (6) lots as proposed will be serviced by individual sewage treatment systems and one shared well.

## **Partial Legal Description:**

Parcel #:641741086146. Part of the southeast 1/4 of section 17 TWP-106 RANGE-014, Olmsted County, Minnesota

**Owner:** Lucas Clark, 3929 Southshore Ln SW, Rochester, MN 55902  
**Applicant:** Clark Development, LLC, 36 Wood Lake Drive SE, Rochester, MN 55904  
**Engineers:** G Cubed Inc., 14070 Hwy 52 SE, Chatfield, MN 55923

## **Present Zoning:**

R-1SD, Mayo Woodlands Special District

## **Enclosures:**

1. Applicant's submittal

<b>Reviewers:</b>	Olmsted County Planning	Olmsted County Assessor
	WHKS Engineering	Minnesota Department of Natural Resources
	Rochester/Olmsted GIS	Minnesota Pollution Control
	Olmsted County Public Works	GGG Engineering

## **Background:**

A preliminary plat for both Mayo Woodlands 3rd and 4th Subdivisions was approved by the Rochester Township Board on May 13, 2021. Both phases were preliminarily platted as an agreement between Clark Development and the Mayo Woodlands HOA to ensure the area would be developed as planned. Platting both phases at the same time became an issue with the MPCA due to having two community septic systems operated by the same owner. Phase 4 was ultimately subdivided and is now owned by Lucas Clark. This was completed to avoid requiring that Clark Development obtain a State Permit as a wastewater operator while developing phase 3. A final plat for phase 3 was approved by the Rochester Township Board on October 11, 2021.

## **Differences between General Development Plan and the Final Plat**

The general development plan (GDP) intended for 17 cluster lots in this area to be served by shared wells, a community septic system and two private roads connecting to Mayo Woodlands Road SW. The current plan proposes six conventional lots served by a shared well and individual septic systems. Each lot will access Mayo Woodlands Road SW via private driveways.

The trail system shown in this area on the GDP will essentially be abandoned and no other trails have been proposed. The existing trail located on the north side of Meadow Crossing Road SW will remain.

The GDP contained 35 acres of open space for the area intended to have cluster lots. That has since been reduced by 18.5 acres with phase 3 and will be reduced by an additional 8.89 acres with this final plat. The current plan proposes 7.61 acres of open space within "Outlot A" which greatly exceeds the 1.5% requirement.

The changes listed above have been discussed with the Mayo Woodlands HOA and they have no objections to these deviations from the GDP.

The special district language specifies that an amendment to the general development plan is only required if the number of lots within the development increases. Since this is a reduction, a new general development plan is not required.

## **Final Plat Requirements – Staff review in italics**

## **ARTICLE IV - SPECIFICATIONS FOR PLANS AND PLATS**

Section 4.1. FINAL PLAT. The final plat shall be drawn on muslin backed white paper, Mylar or other suitable material with black waterproof ink. The final plat shall measure thirty (30) inches in length and twenty (20) inches in width with a border line of one and one-half (1 ½ ) inches on the left side of the thirty (30) inch length and a boarder of one-half (1/2) inch provided on the other three (3) sides. When more than one sheet is required for any plat, each sheet shall be numbered consecutively and shall contain a notation of the total number of sheets, i.e. 2 of 3. The final plat shall be drawn to scale not greater than one inch to one



hundred (100) feet. When there is a difference in requirements between the subdivision ordinance and the State platting and surveying standards then the State standards will prevail.

Section 4.2. GENERAL INFORMATION. The information to be included on the final plats is as follows:

**Final Plat:**

- Date, scale, north point.

*Yes*

- Subdivision name and all street names.

*Subdivision name is present. There are no streets proposed.*

- Name of the owner of record and surveyor preparing plat.

*Yes – Owner – Clark Development, LLC Surveyor – Geoffrey G Griffin.*

- Location of the plat by quarter, quarter section, section, town, and range.

*Yes*

- Exact location, widths, and names of all existing platted or dedicated streets, easements, railroad and utility right-of-ways, parks, water courses and drainage ditches all of which are of record.

*Yes*

- Water elevations of adjoining lakes, rivers and streams at date of the survey and their approximate high and low water elevations. All elevations shall refer to the established United State Coast and Geodetic Survey and/or United States Geodetic Survey Datum.

*N/A*

- Exact location, widths of all streets, their bearings, dimensions, angle of intersection, length of arcs, radii, points of curvature, tangent bearings, easements, private roads and storm drainage.

*Yes, provided on the plat.*

- Exact length and bearings of the exterior boundaries of the land being subdivided.

*Yes*

- Exact dimensions of all lots.

*Yes*

- Exact radii of all curves and lengths of all tangents.

*Yes*

- Location and width of all known recorded easements, whether public or private and a statement of easement rights.

*Yes*

- Accurate location and material of all permanent reference monuments.

*Yes*

- Certificate of the registered land surveyor preparing the plat that the plat as presented fully complies with the requirements of this ordinance and the platting laws of the State of Minnesota and the appropriate signature lines.

*Yes*

- Exact location and area of all land to be dedicated for public use and use or purpose must be defined on plat.

*Yes - Dedication is above the first signature by the developer.*

- Signature of the Olmsted County Engineer may be required.

*Yes*

- Signature of the Olmsted County Surveyor

*Yes*

- Signature line for Olmsted County Environment Specialist/Olmsted County Planning Commission.

*Yes*

- Signature line for the Rochester Town Board

*Yes*

**Supporting Documents:**

The following is a list of supporting documents which have been provided for review.

- *Development Agreement*
- *Supplemental Declaration of Protective Covenants, Conditions and Restrictions*
  - *This supplement includes HOA covenants and maintenance of common areas and drainage easements.*
- *Declaration of Well and Water Easement*
- *Consent to Water Easements*

**Conclusion:**

The final plat reflects the approved preliminary plat.

The township engineer has reviewed the grading/soil erosion plan, storm water plan and provided comments to the applicant.

A review of the proposed application according to the Standards listed has been completed by Staff. Staff recommends approval on the following conditions.

1. *The applicant complies with all requirements as noted by the township engineer.*
2. *The applicant must submit a letter from the MPCA indicating that permanent stormwater treatment is not required for this project.*
3. *The applicant must submit a letter from the Postmaster indicating a cluster mailbox is not required for this project.*
4. *The applicant obtains all federal, state and local permits required by the proposed construction.*

**SUBDIVISION  
ORDINANCE  
FOR  
  
ROCHESTER  
TOWNSHIP  
  
OLMSTED COUNTY  
  
MINNESOTA**

**ADOPTED: XX/XX/XXXX**  
**EFFECTIVE: XX/XX/XXXX**

**Mailbox Ordinance  
Rochester Township  
Olmsted County, Minnesota**

**Adopted: xx/xx/2023**

**Effective: xx/xx/2023**

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## Section 1: General Provisions

### 1.01 Title

This ordinance shall be known as “Rochester Township Mailbox Ordinance,” referenced to herein as “this Ordinance.”

### 1.02 Intent and Purpose

The primary objectives of this Ordinance are to outline mailbox placement and installation for new residential developments within Rochester Township. The Board finds that the regulations, requirements, and restrictions, as set forth in this Ordinance, are in the best interests of the health, safety, and welfare of the Town's citizens.

### 1.03 Statutory Authorization

It is the policy of the U. S. Postal Service that mail delivery to all new developments is centralized delivery, most often using cluster box units (CBU). It is the responsibility of the customer (developers and builders) to provide the necessary mail receptacle equipment.

The authority for this is from the Postal Operations Manual (POM). Section 632, Mail Receptacles, states that,

*Appropriate mail receptacles must be provided for the receipt of mail. The type of mail receptacle depends on the mode of delivery in place. Purchase, installation, and maintenance of mail receptacles are the responsibility of the customer.*

The POM also advises that appropriate locations for installation be verified and approved by the Postal Service and local government.

### 1.04 Interpretation

The provisions of this Ordinance shall be interpreted to be the minimum requirements necessary to promote and protect the public health, safety and general welfare.

## Section 2: Definitions

For the purpose of this Ordinance, certain words have specific meaning as defined in this section. Other words not defined herein shall have the meaning customarily associated with them, except where certain words have a specific meaning when referring to access under Minnesota State Statutes.

**Board:** The Township Board of Supervisors of Rochester Township, Olmsted County, Minnesota.

**Cluster Mailbox:** A structure housing multiple mail receptacles. Also referred to as “Cluster Box Unit” or “CBU.”

**General Development Plan:** A plan or concept that depicts the full development of a property in accordance with the requirements of the existing underlying zoning district, the Subdivision Ordinance, and/or the Comprehensive Plan.

**Growth Manager:** A local representative of the United States Postal Service who has approval authority regarding mailbox placement.

**Subdivision:** the process of dividing a parcel of land into multiple parcels as defined in the Rochester Township and Olmsted County Subdivision Ordinance(s), including metes and bounds subdivisions.

**Township:** means the Township of Rochester, Olmsted County, Minnesota. For purposes of this document, “Township” means its elected officers, employees and agents

## **Section 3: Developer/Builder Responsibilities**

### **3.01 Subdivision Planning**

It is the responsibility of the developer to contact the USPS Delivery Growth Management Program early in the planning phase. Growth Manager approval of mailbox location is required before submitting a preliminary plat.

Developers and Builders should become familiar with “National Delivery Planning Standards, A Guide for Builders and Developers.” Handbook PO-632

Growth Managers can be contacted via email at [Delivery.Growth@USPS.GOV](mailto:Delivery.Growth@USPS.GOV)

## **Section 4: Mailbox Requirements**

### **4.01 Location**

Cluster mailboxes shall be located on privately owned lots and maintained by the Homeowner’s association. Access to the cluster mailboxes shall be provided meeting the “Alley” criteria found in the Rochester Township Subdivision Ordinance.

Single Point mailboxes shall be located in accordance with USPS regulations.

### **4.02 Cluster Mailbox Parking**

One parking space for every 6 mail receptacles shall be provided.

Parking in public right of ways for mail gathering activities is prohibited and cluster mailboxes shall be located to discourage this.

### **4.02 Cluster Mailbox Installation**

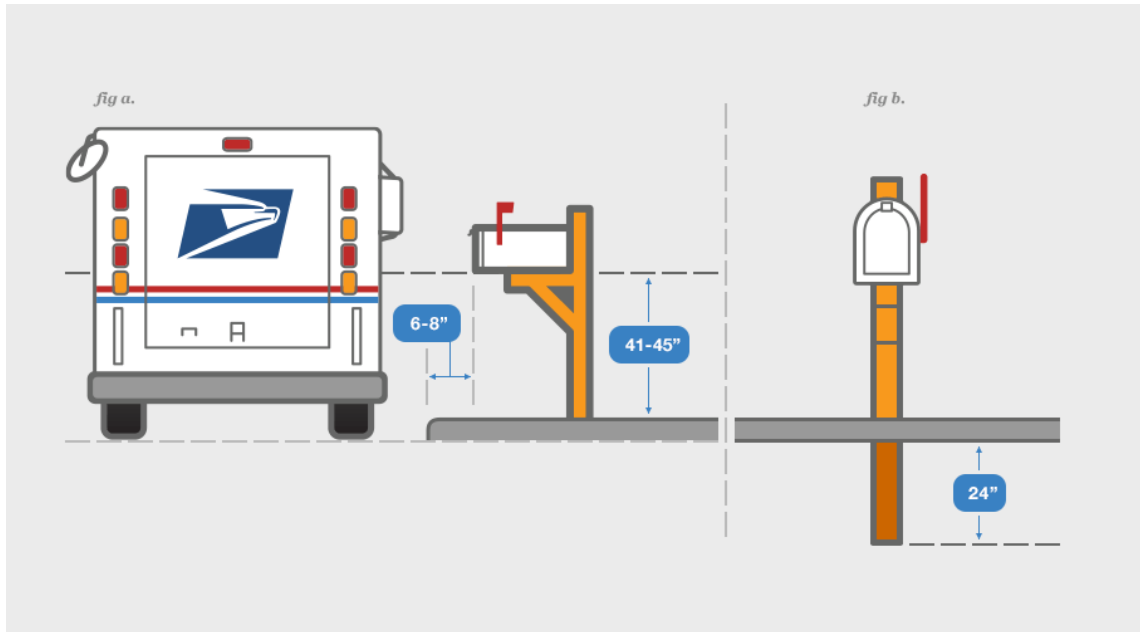
All costs associated with the installation of cluster mailboxes shall be at the developer’s expense.

Cluster mailboxes shall be installed using accepted construction practices. The contractor shall follow the guidance provided in The National Delivery Planning Standards when installing cluster mailboxes.



### 4.03 Single Unit Mailbox Installation

Single point mailboxes shall be placed 41" – 45" above the road surface. The face of the mailbox shall be placed 6" – 8" from the edge of the road. The house number should be attached to the mailbox in 3" tall numbers.



Source: <https://www.usps.com/manage/mailboxes.htm>

### 4.04 Snow Removal

The Homeowner's Association shall provide snow removal on privately owned lots where cluster mailboxes are located. Snow shall be placed in a manner to allow residents and mail carriers year-round access to cluster mailboxes.

## Section 5: Township Responsibilities for Single Unit Roadside Mailboxes

### 5.01 Repairs

If a township vehicle accidentally damages a mailbox, the following repairs are authorized:

**Mailbox:** A damaged mailbox may be repaired or replaced with a regulation steel mailbox.

**Post:** A damaged or broken post will be replaced with a treated 4"x4" post on roads with speed limits below 40 MPH. A swing post with chain will be installed on roads with speed limits above 40 MPH.

**Alternative Repairs:** Township Maintenance Personnel strive to maintain Township roads in a safe, efficient and effective manner. Alternative or decorative mailboxes often are not suitable as roadside receptacles due to Minnesota climate. The Township will only reimburse the property owner an equal amount the cost of material for a typical repair for "Mailbox" and "Post" as listed above.

**Rochester Township**  
**Proposed Zoning Ordinance Change – Board of Adjustment and Appeals**  
**February 9, 2023**

**Section 3.14 BOARD OF ADJUSTMENT:**

A. The Board of Adjustment is established in accordance with Minnesota Statutes Section 462.354 and as hereafter amended.

B. The ~~Rochester Township Board shall serve as the~~ Board of Adjustment. ~~shall consist of five (5) members, appointed by the Town Board, and at least one member shall be a member of that Town Board.~~

~~C. Members of the Board of Adjustment shall be subject to removal, for cause, upon majority vote by the Town Board, after notice and opportunity for hearing before the Board.~~

~~D~~C. Members whose terms have expired shall continue to serve as members of the Board of Adjustment until their replacements have been appointed. The term of a Town Board member who also serves on the Board of Adjustment shall be concurrent.

~~E~~D. Meetings of the Board of Adjustment shall be scheduled monthly at a regular time and location but shall be held only at the call of the chairman and at such other times as the Board, in its rules of procedure, may specify.

~~F~~E. The Board of Adjustment shall elect a chairman and vice chairman from its members and shall appoint a secretary who need not be a member of the Board. It shall adopt rules for transaction of its business and shall keep a public record of its transactions, findings, and determinations. Staff services for the Board of Adjustment shall be furnished by the Township.

~~G~~E. The Board of Adjustment shall act upon all questions as they may arise in the administration of this zoning ordinance; and it shall hear and decide appeals from, and review any order, requirement, decision, or determination made by an administrative official charged with enforcing this zoning ordinance. Such appeal may be taken by any person aggrieved or by any officer, department, board or bureau of a town, municipality, county or state. The appeal procedures are indicated in Section 4.06 of this zoning ordinance.

~~H~~G. The Board of Adjustment shall also have the authority to grant variances to the provisions of this zoning ordinance under certain conditions. The conditions and procedures for issuance of a variance are indicated in Section 4.08 of this zoning ordinance. Appeal from an adverse decision of the Board of Adjustment on variance applications or appeals shall be made to the Olmsted County District Court.

**2023 Road Tour  
March 27<sup>th</sup> 2023**

Present: Jeff Orth, Matt Kitzmann, Nathan Clark, Michael Melford, Jamie Neisen, Pat McGowan

The meeting started at 2:30 pm.

Members drove the township roads and assessed them. Meeting continued at township hall. Discussion about prioritizing road maintenance for this summer. Discussion also about township parking lot maintenance. Pat will get a quote for asphalt and concrete. Discussion about ARPA funds for road maintenance for next year with possibilities for reconstruct of Ettenmoor and 44<sup>th</sup> Ave Ct SW.

Jamie Neisen made a motion to put the final wear on Hardwood Ct. SW and on both sections of Transit Court SW, reclaim/reconstruct 34<sup>th</sup> Ave SW and Wright Rd. SW, chipseal to Meadow Crossing Rd. from Cty Rd. 8 to Glenwood Rd. SW, and either mastigap and paver patch or have joint power employees do crack repair to Mayowood Hills Dr. SW. Matt Kitzmann seconded. All voted in favor.

Jamie Neisen made motion to adjourn. Matt Kitzmann seconded. All voted in favor.

Meeting Adjourned at 7:00 pm.

## ROCHESTER TOWNSHIP 2023 REORGANIZATION MEETING

### Board Members / Supervisors:

Title	Name	Elected	Next Election	Compensation (before Taxes)
Supervisor #1	Matt Kitzmann	2021	2024	\$1,127.27 / month
<ul style="list-style-type: none"> <li>First appointed in 2019; re-elected in 2021 for three year term</li> </ul>				
Supervisor #2	Nathan Clarke	2022	2025	\$1,127.27 / month
<ul style="list-style-type: none"> <li>First elected in 2022</li> </ul>				
Supervisor #3	Jeff Orth	2023	2026	\$1,409.08 / month
<ul style="list-style-type: none"> <li>First elected in 1993</li> </ul>				
Supervisor #4	Michael Melford	2023	2026	\$1,127.27 / month
<ul style="list-style-type: none"> <li>First elected in 2023</li> </ul>				
Supervisor #5	Jamie Neisen	2021	2024	\$1,127.27 / month
<ul style="list-style-type: none"> <li>First elected in 2018; re-elected in 2021 for three year term</li> </ul>				
Clerk / Treasurer	Randy Staver	Appointed		\$44.76 / hour
<ul style="list-style-type: none"> <li>Appointed in December 2019</li> </ul>				
Deputy Clerk / Treasurer	Sara Rudquist	Appointed		\$44.76 / hour
Custodian	Crystal Lammers	Appointed		\$50 / cleaning

- Rochester Township Board Rotating Chair Policy: Each elected Supervisor shall annually assume the duty of board chair following a rotation sequence by seat number.  
2023/2024 Chair – Jamie Neisen  
2023/2024 Vice Chair – Matt Kitzmann
- There is no additional pay for extra or special meetings or required duties (Fire warden, cleaning garbage from ditches, ROWs, Road tour, etc.)
- Compensation for the chairperson is set at 25% above other supervisor compensation

Board Meeting Date / Time: Second (2<sup>nd</sup>) Thursday of each month beginning at 7:00 pm

Board Meeting Location: Rochester Town Hall, 4111 11<sup>th</sup> Ave SW, Rochester, MN

Official Posting Site: Rochester Town Hall and Website – Rochester-township.com

Official Newspaper: Rochester Post Bulletin

Official Depository: ONB Bank

### Bank Accounts and Signers:

Account	Account Title	Account (Check) Signers
ONB Bank - #5320	Checking Account	Nathan Clarke, Jeff Orth, Jamie Neisen, Matt Kitzmann, Michael Melford, Randy Staver
ONB Bank - #0201	Savings Account	Nathan Clarke, Jeff Orth, Jamie Neisen, Matt Kitzmann, Michael Melford, Randy Staver

### Other Fees:

- Gopher Fee – \$4.00 (set in 2019 with automatically renewing Board Resolution)
- Town Hall Rental – Currently not available
- Equipment rate JPB (including Labor) – Mower \$105/hour; with Brush Cutter \$92/hour
- Cost of copies for residents – 10 cents per copy up to 100 copies; above 100 time and material
- Election head judge and regular judges – pay rate \$20/hour (paid in 2022)

### JPB Chair – 2023/24: Jamie Neisen

### Board of Equalization township member:

<u>Supervisor</u>	<u>Date Attended</u>	<u>Training Expires</u>
Jamie Neisen	12/14/2020	7/1/2024
Brian Zmolek	12/16/2020	7/1/2024

### Set, Appoint or Declare:

In 2021 the board decided to let Olmsted County handle board of equalization duties.

### Planning and Zoning Commission

For 2023  
Chris Fogarty  
Arthur Handelman (chair)  
Laura Laudon  
Brad Lewis  
Colin Patterson  
Jamie Neisen (alternate)  
Brian Zmolek (alternate)

- Meeting Date / Time: Second (2<sup>nd</sup>) Tuesday of each month beginning at 7:00 pm at town hall when there is business to review
- Meeting reimbursement rate: \$75 per meeting effective 7/1/2021

**Board of Adjustment (Variances)**

For 2023      Jeff Orth  
                 Nathan Clarke  
                 Dave McCloud (chair)

- In 2022, the Board decided to serve as the Board of Adjustment; the Zoning Ordinance language was modified accordingly in 2023
- Meeting Date / Time: Fourth (4<sup>th</sup>) Wednesday of each month beginning at 7:00 pm at town hall when there is business to review
- Meeting reimbursement rate: \$75 per meeting effective 7/1/2021

**Designate:**

TCPA representative – Jeff Orth

Soil and Water Conservation Board member – Jeff Orth

Mileage rate – Federal Standard, currently \$58.5 cents per mile for 2023

JPB – Personnel Representative – Brian Zmolek and Matt Kitzmann

JPB – Equipment Representative – Jamie Neisen and Jeff Orth

Animal Control Officer – Brian Zmolek

Township representative for fire service – Jeff Orth

Township representative for sheriff contract – Jeff Orth

Fire Wardens – Pat McGowan, Jeff Orth and Nathan Clarke

Minnesota Pollution Control representative – Pat McGowan

**Contact Information:**

Person	Phone #	Cell #	Email
Supervisor #1 – Matt Kitzmann		(507) 398-5576	<a href="mailto:Matt@SSCleans.com">Matt@SSCleans.com</a>
Supervisor #2 – Nathan Clarke		(507) 316-2864	<a href="mailto:clarke.nathan46@gmail.com">clarke.nathan46@gmail.com</a>
Supervisor #3 – Jeff Orth	(507) 289-9907	(507) 254-6358	<a href="mailto:jefforth155@aol.com">jefforth155@aol.com</a>
Supervisor #4 – Michael Melford		(507) 999-9999	<a href="mailto:melfordphoto@gmail.com">melfordphoto@gmail.com</a>
Supervisor #5 – Jamie Neisen	(507) 258-5215		<a href="mailto:jpneisen@yahoo.com">jpneisen@yahoo.com</a>
Clerk / Treasurer – Randy Staver		(507) 250-0867	<a href="mailto:rochestertownshipclerk@gmail.com">rochestertownshipclerk@gmail.com</a>
Dep. Clerk/Treas. – Sara Rudquist		(507) 226-4144	<a href="mailto:cascadetownclerk@outlook.com">cascadetownclerk@outlook.com</a>
Maint. Supervisor – Pat McGowan		(507) 250-6081	<a href="mailto:pdmcgowan@gmail.com">pdmcgowan@gmail.com</a>

**West Hill Drive  
Payment History**

Year	Comments	Total Amount
2008		\$3,129.80
2009		\$3,755.76
2010	13 homes @ \$312.98	\$4,068.74
2011	13 homes @ \$312.98	\$4,068.74
2012	13 homes @ \$312.98	\$4,068.74
2013	13 homes @ \$312.98	\$4,068.74
2014	13 homes @ \$312.98	\$4,068.74
2015	13 homes @ \$312.98	\$4,068.74
2016	13 homes @ \$312.98	\$4,068.74
2017	13 homes @ \$312.98	\$4,068.74
2018	13 homes @ \$312.98	\$4,068.74
2019	13 homes @ \$350.00	\$4,550.00
2020	13 homes @ \$360.00	\$4,680.00
2021	13 homes @ \$370.00	\$4,810.00
2022	13 homes @ \$400.00	\$5,200.00





## ROCHESTER TOWNSHIP

### RESOLUTION AUTHORIZING SNOW REMOVAL AGREEMENT RESOLUTION NO. RES2023\_04\_01

WHEREAS, Ian Keith IS THE DEVELOPER (“Developer”) of the plat in Woodland Valley Estates (“Plat”) located in Rochester Township, Olmsted County, State of Minnesota;

And WHEREAS, Developer has dedicated certain rights of way for roadway and street purposes within said Plat to the Township of Rochester (“Platted Public Road”);

And WHEREAS, Developer has a duty and obligation to finish construction and improvement of said Platted Public Roads, and bring said Platted Public Roads up to township road standards;

And WHEREAS, Developer acknowledges its obligation to finish improvement of such Platted Public Roads and bring such Platted Public Roads up to Township road standards;

And WHEREAS, members of the public who reside within the aforementioned Plat have requested of Developer and the Township that the Platted Public Roads be cleared of snow so they are passable;

And WHEREAS, the Township has indicated its willingness to remove snow (snow removal only) on Platted Public Roads, so long as the Town is not deemed to have accepted such Platted Public Roads as Township roads, and further, so long as Developer agrees and understands that it will not claim that the Township has accepted such Platted Public Roads as Township roads, nor will Developer attempt to evade any of its responsibility to complete and upgrade the Platted Public Roads based on the Township agreeing to remove snow on the Platted Public Roads;

NOW THEREFORE, in exchange for the mutual agreements herein and at a cost of **\$0.75 per foot, distance of 3,250 feet, at a total cost of \$2,437.50 to the Developer, payable to Joint Powers Board**, the parties agree as follows:

1. The Township of Rochester shall remove snow from the Platted Public Roads located in the Plat to a reasonably passable condition for the 2022-2023 snow season.

2. Developer acknowledges a substantial benefit provided to Developer by the Township's willingness to remove snow from these Platted Public Roads in the form of reduced complaints, claims and other concerns that Developer might face from its residents/purchasers, and adequate consideration for this Agreement.
3. Developer specifically agrees and acknowledges that the Town maintains full discretion pursuant to Minn. Stat. § 164.08, and other applicable statutes and authorities, to determine at any time that it is no longer in the public interest to remove snow from the Platted Public Roads located within the Plat and to unilaterally discontinue said snow removal.
4. Developer specifically agrees that by undertaking the snow removal described in this Agreement and **Resolution No. 2023\_04\_01**, the Township does not accept the Platted Public Roads as Township roads, and binds itself to no future obligation for maintenance or upgrade of the Platted Public Roads.
5. Developer agrees that it cannot and will not argue before the Township, the County, any court of this State, or United States, or any other authority, that the Town has accepted the Platted Public Roads in question, or bound itself in any way to future maintenance of the Platted Public Roads in question. By way of example, and not by limitation, Developer agrees that it will not bring an impassible road complaint pursuant to Minn. Stat. § 163.16. Developer specifically agrees that it, its successors, heirs and assigns shall be bound by this agreement until such time as the Township passes a formal resolution accepting the Platted Public Roads located within the Plat.
6. Developer acknowledges that the Township will not pass a resolution accepting the roads until such time as Developer constructs and maintains the Platted Public Roads to appropriate Township road standards, to a reasonable satisfaction of the Township engineer and Town Board. Developer acknowledges its responsibility to construct and maintains said roads, at its own cost, to Township specifications, as specified in the Developer's Agreement.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

BY THE BOARD

\_\_\_\_\_  
Town Chairperson

\_\_\_\_\_  
Developer

\_\_\_\_\_  
Woodland Valley Estates  
Development

Attest: \_\_\_\_\_  
Town Clerk

# **Rochester Township Clerk/Treasurer**

## **Job Description**

### **Qualifications:**

The minimum educational requirement is a high school diploma, but an associates, bachelors or higher degree is preferred. In addition, at least three years of experience as an administrative assistant or office assistant is required.

### **Responsibilities:**

The Rochester Township Clerk/Treasurer is an appointed position with responsibilities outlined by Minnesota statutes.

In the role of Township Clerk, duties include:

1. To act as clerk of the Town Board of Supervisors and keep in the clerk's office a true record of all its proceedings.
2. Unless otherwise provided by law, to have custody of the records, books and papers of the town and to file and safely keep all papers required by law in the clerk's office.
3. To records minutes of the proceedings of every town meeting in the book of town records and to enter in them at length every order or direction and all rules and regulations made by the town meeting.
4. To file and preserve all accounts audited by the Town Board or allowed at a town meeting and enter a statement of them in the book of records.
5. To record every request for a special vote or special town meeting and properly post the requisite notices of them.
6. To post, as required by law, fair copies of all bylaws made by the town and make a signed entry in the town records, of the time when and the places where they were posted and record in full all ordinances passed by the Town Board in an ordinance book.
7. To furnish to the annual meeting of the Town Board of Audit every statement from the county treasurer of money paid to the town treasurer, and all other information about the fiscal affairs of the town in the clerk's possession, and all accounts, claims and demands against the town filed with the clerk.
8. To perform any other duties required by law.

In the role of Township Treasurer, the primary duties include:

1. To receive and take charge of all money belonging to the town, or which is required to be paid into its treasury, and to pay it out only upon the lawful order of the town or its officers.
2. To preserve all books, papers, and property pertaining to or filed in the treasurer's office.
3. To keep a true account of all money received as treasurer and the manner in which is it disbursed in a book provided for that purpose, and provide the account, with treasurer's vouchers, to the Town Board of Audit at its annual meeting for adjustment.
4. To deliver, on demand, all books and property belonging to the treasurer's office, and all money in the treasurer's hands as treasurer, to a qualified successor.
5. To keep in a suitable book a register of all town orders presented for payment that cannot be paid for want of funds, with the date presented, and to endorse upon the back

of each the words, “not paid for want to funds,” with the date of the endorsement, signed by the treasurer.

6. To draw from the county treasurer, from time to time, money received by the county treasurer for the town, and receipt for it.
7. To make and file with the Town Clerk, within five days preceding the annual town meeting, a statement in writing of the money received from the county treasurer and all other sources and all money paid out as town treasurer. The statement shall show the items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount to each that was made, and the unexpended balance on hand.
8. To perform any other duties required by law.

These lists detailing the mandated roles of Township Clerk and Treasurer are only partial, and additional duties include the clerk/treasurer’s role in supervising the work of the Assistant Clerk/Treasurer, interacting with the public in relationship to Rochester Township business, maintaining the Rochester Township webpage, helping to organize and conduct elections in the Township with many associated procedural requirements, maintaining a calendar of events and meetings associated with Rochester Township and other duties as assigned by the Town Board,

Town Hall Rental Management shall include coordinating the rental of the Town Hall with the residents, maintaining all policies and procedures related to the rental of the Town Hall, evening and weekend availability for calls from and support to rental parties.

In addition to the above, the clerk/treasurer shall work in conjunction with the Cascade Township Clerk/Treasurer to provide coverage of the prescribed duties for the Joint Powers Board Clerk/Treasurer. A division of duties shall result in a shared position, provide for risk management within the shared office of Joint Powers Board Clerk/Treasurer, and therefore shared financial compensation from each individual township according to the salary approved by the Joint Powers Board.

The Township Clerk/Treasurer does not have a vote on the Board with one exception. The only time the Township Clerk/Treasurer is allowed to vote is as a member of an appointment committee formed to fill a vacancy in the office of supervisor. In this case the clerk/treasurer serves on the committee with the remaining supervisors and is authorized to make motions and should vote on who should be appointed to fill the supervisor vacancy.

### **Work Conditions and Terms:**

The Township Clerk/Treasurer can reside inside or outside Rochester Township. The Township Clerk/Treasurer is an appointed position of the Rochester Township Board that is non-exempt under the Fair Labor Standards Act. The Township Clerk/Treasurer will report directly to the Chair of the Township Board of Supervisors. Average hours for this position will vary each week but will likely average ~ 10-15 hours per week and includes mandatory attendance at monthly Town Board Meetings. The Chair of the Township Board must approve an average workweek exceeding 15 hours and will sign the time sheet for the Township Clerk/Treasurer

prior to or at the board meeting as a function of oversight and internal control. The pay rate will be reviewed annually, with a market analysis conducted every five years.

**Rochester Township  
Annual Events Calendar  
January**

**2023**

Finance / Taxes		Elections		Township Business	
·	Complete and submit MN unemployment report	·	Resolution appointing election judges for township annual election	·	Add meeting calendar to web site for the year
·	W-2's; 1099's; print forms from SSA-BSO website	·	Resolution appointing absentee ballot board for township annual election	·	Complete and submit MATIT Workers Comp report; deadline for submitting is 1/31
·	File quarterly Federal 941 and MN tax forms	·	Request township mailing list from county; for mailing annual letter	·	01/01: Deadline for MATIT Workers Comp premium renewal
·	Request a current collateral statement from Premier Bank for the prior fiscal year. This should be kept on file and will likely be requested during the annual audit.	·	Campaign finance reports must be posted within 30 days of receipt	·	Complete and submit PERA Exclusion report
·	Schedule special Board meeting to complete Board of Audit review and perform budget planning. Should be within a couple weeks of the January board meeting to allow time to create draft budget for vote at February meeting.	·	01/03: Deadline to submit notice of election; a notice of election and mail procedures must be given at least 10 weeks prior to the election	·	Board of Audit
·	Recalculate, as needed, withholding amounts for DCP contribution due to compensation change and/or tax withholding	·	01/13: Last day to send absentee ballot to those who made request	·	Board of Budget
·		·	01/17: Last day to submit affidavits of candidacy	·	CTAS year-end processing
·		·	01/17: Last day for candidate filing	·	Do NOT submit CTAS financial report to OSA; auditor does this
·		·	01/19: Last day for candidate to withdraw from March election	·	JPB quarterly meeting
·		·	01/14: Last day to appoint election judges; including head judge	·	Complete and submit outstanding indebtedness report; deadline for submitting is 2/1
·		·	01/27: First day to mail in ballots	·	PERA annual leave report due by 01/31
·		·		·	Prepare draft annual newsletter; send to Board
·		·		·	

**OCTOA:** 01/26/2023, 03/23/2023, 05/25/2023, 07/27/2023

**Planning & Zoning Commission:** Meets the second Tuesday of each month at 7:00 pm

**TCPA:** Meets the second Wednesday of each month at 1:00 pm

**Board of Adjustment:** Meets the fourth Wednesday of each month at 7:00 pm

**Joint Powers Board:** 01/27/2023 (Rochester), 04/07/2023 (Cascade), 07/21/2023 (Rochester), 10/20/2023 (Cascade) - 9:00 am

Rochester Township  
Annual Events Calendar  
February

2023

Finance / Taxes		Elections		Township Business	
.	Gas tax allotment (use account #33418 for the receipt)	.	Choose ballot board judges by 3/14	.	Finalize edits to annual newsletter
.	Begin annual audit process	.	Election Notice	.	Mail annual newsletter
.	Approve budget to send forward to annual meeting	.	Campaign finance reports due 10 days before election	.	<b>Publish</b> and <b>post</b> annual meeting notice at least 10 days prior to meeting; deadline is 2/28
.		.	Prepare and order ballots	.	Set date for road tour; must be completed ahead of JPB meeting in April
.		.	02/10: Last day to have ballots ready for absentee voting	.	PERA exclusion report; due by end of month
.		.	02/10-03/14: Absentee voting	.	Renew SAM account for another year
.		.	02/12: Last day to appoint election judges; including head judge	.	
.		.	02/28: Last day to <b>post</b> sample ballot	.	
.		.	02/28: <b>Post</b> first of two notices of election	.	
.		.	03-03: Campaign finance reports due	.	
.		.	03/03: Last day to <b>post</b> notice of township election including bad weather alternate	.	
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**Joint Powers Board:** 01/27/2023 (Rochester), 04/07/2023 (Cascade), 07/21/2023 (Rochester), 10/20/2023 (Cascade) - 9:00 am



Rochester Township  
Annual Events Calendar  
March

2023

Finance / Taxes		Elections		Township Business	
.	Complete annual audit process	.	03/03: Last day to <b>post</b> second of two notices of election	.	Annual meeting; print 25-30 copies of the agenda packet
.	File Township Certified Levy form with Olmsted county once voters approve budget at the annual meeting	.	03/10: Clerk opens office for absentee voting from 10:00 am to 12 noon	.	Road tour; must be completed ahead of JPB meeting in April
.	Renew SAM information for Federal funding	.	03/08: Last day to apply for absentee ballot	.	MAT spring short course
.		.	03/14: Township day - annual meeting and election	.	<b>Publish</b> and <b>post</b> notice of Equalization meeting (open book) notice at least 10 days prior to meeting
.		.	03/14: Canvass Board must meet within two days of poll closing	.	
.		.	03/21: Last day for candidates to file Certification of Filing form	.	
.		.	03/21: Bad weather alternate date for annual meeting and election	.	
.		.	03/21: Last day to contest election	.	
.		.	3/21-3/22: Clerk may issue Certificate of Election after contest period	.	
.		.	03/23-3/31: File Oath of Office within ten days of receiving Certificate of Election	.	
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**Joint Powers Board:** 01/27/2023 (Rochester), 04/07/2023 (Cascade), 07/21/2023 (Rochester), 10/20/2023 (Cascade) - 9:00 am

Rochester Township  
Annual Events Calendar  
April

2023

Finance / Taxes		Elections		Township Business	
·	File quarterly Federal 941 and MN tax forms	·	Annual reorganization meeting to be held first Board meeting after March annual election; set West Hill Driveway amounts	·	Send out invoices for West Hill driveway maintenance
·	Complete and submit MN unemployment report	·		·	Board of Appeal & Equalization
·		·		·	Complete and submit US Census payroll report
·		·		·	Report results of road tour
·		·		·	JPB quarterly meeting
·		·		·	04/01-05/31: Board of Appeal & Equalization; must <b>post</b> and <b>publish</b> notice of meeting(s) at least ten days prior
·		·		·	MAT township dues due by 05/01
·		·		·	Annual reorganization meeting; first board meeting after the annual election in March
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**Joint Powers Board:** 01/27/2023 (Rochester), 04/07/2023 (Cascade), 07/21/2023 (Rochester), 10/20/2023 (Cascade) - 9:00 am

Rochester Township  
Annual Events Calendar  
May

2023

Finance / Taxes		Elections		Township Business	
•	Recalculate, as needed, withholding amounts for DCP contribution due to compensation change if role changed to chair	•		•	Send out West Hill invoice letters after Board sets fee at the annual reorganization meeting
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**Joint Powers Board:** 01/27/2023 (Rochester), 04/07/2023 (Cascade), 07/21/2023 (Rochester), 10/20/2023 (Cascade) - 9:00 am

Rochester Township  
Annual Events Calendar  
June

2023

Finance / Taxes		Elections		Township Business	
.	County Treasurer issues first half of taxes collected	.		.	Complete and submit annual MS4 report
.		.		.	Set township picnic date
.		.		.	MAT summer short course
.		.		.	Approve claim for MATIT payment; due by 7/1
.		.		.	Review P&Z minutes; determine stipend payment (\$75 per meeting)
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**Joint Powers Board:** 01/27/2023 (Rochester), 04/07/2023 (Cascade), 07/21/2023 (Rochester), 10/20/2023 (Cascade) - 9:00 am

Rochester Township  
Annual Events Calendar  
July

2023

Finance / Taxes		Elections		Township Business	
·	File quarterly Federal 941 and MN tax forms	·	Resolution appointing election judges for primary election in August	·	JPB quarterly meeting
·	Complete and submit MN unemployment report	·		·	Complete and submit unemployment report
·	Must renew SAM registration annually with Federal government	·		·	07/01: MATIT liability payment deadline
·		·		·	Finalize township picnic details; mail postcards
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**Joint Powers Board:** 01/27/2023 (Rochester), 04/07/2023 (Cascade), 07/21/2023 (Rochester), 10/20/2023 (Cascade) - 9:00 am

Rochester Township  
Annual Events Calendar  
August

2023

Finance / Taxes		Elections		Township Business	
.		.		.	MAT district meeting
.		.		.	Pay Planning & Zoning Commission members
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**Joint Powers Board:** 01/27/2023 (Rochester), 04/07/2023 (Cascade), 07/21/2023 (Rochester), 10/20/2023 (Cascade) - 9:00 am

Rochester Township  
Annual Events Calendar  
September

2023

Finance / Taxes		Elections		Township Business	
.	09/30: Last day to certify property tax levy	.		.	MAT annual conference
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**Joint Powers Board:** 01/27/2023 (Rochester), 04/07/2023 (Cascade), 07/21/2023 (Rochester), 10/20/2023 (Cascade) - 9:00 am

Rochester Township  
Annual Events Calendar  
October

2023

Finance / Taxes		Elections		Township Business	
·	File quarterly Federal 941 and MN tax forms	·	Resolution appointing election judges for general election in November	·	JPB quarterly meeting
·	Complete and submit MN unemployment report	·		·	Complete and submit unemployment report
·	Police and fire aids paid to townships	·		·	Snowplowing agreements (if needed)
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**Joint Powers Board:** 01/27/2023 (Rochester), 04/07/2023 (Cascade), 07/21/2023 (Rochester), 10/20/2023 (Cascade) - 9:00 am



Rochester Township  
Annual Events Calendar  
November

2023

Finance / Taxes		Elections		Township Business	
.		.		.	MAT annual meeting
.		.		.	Deadline for MATIT Workers Comp premium renewal is 1/1; based on Board approval of payment, payment will need to be in November check run so that it can be mailed after the December Board meeting
.		.		.	As appropriate, renew any domain information through Network Solutions
.		.		.	Create and approve meeting calendar for next year
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**Joint Powers Board:** 01/27/2023 (Rochester), 04/07/2023 (Cascade), 07/21/2023 (Rochester), 10/20/2023 (Cascade) - 9:00 am

Rochester Township  
Annual Events Calendar  
December

2023

Finance / Taxes		Elections		Township Business	
.	Create draft budget based on year-end actuals	.	Resolution to designate the official polling location	.	MATIT Workers Comp audit due by end of January; gather up Certificates of Insurance or ask for those missing
.	Order tax forms (1096, 1099-MISC)	.	12/19: Last day to <b>publish</b> legal notice of upcoming Supervisor Seat opening(s)	.	
.		.	12/22: Last day to <b>post</b> notice of upcoming Supervisor Seat opening(s)	.	
.		.	01/02: First day to file for Supervisor seat(s)	.	
.		.	01/02: First day to submit affidavits of candidacy	.	
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**Joint Powers Board**: 01/27/2023 (Rochester), 04/07/2023 (Cascade), 07/21/2023 (Rochester), 10/20/2023 (Cascade) - 9:00 am

April 2023  
Treasurer's Report

Period: 03/01/2023 - 03/31/2023

Checking

Deposits

**Accounts:**

Opening Balance - Premier	#1306	\$	916,399.06
Opening Balance - Premier	#3794	\$	-
Opening Balance - Premier	#4917	\$	-
Opening Balance - ONB	#5320	\$	31,347.00
Opening Balance - ONB	#0201	\$	578,637.29

Interest Earned	0.30%	\$	46.99
Interest Earned	0.30%	\$	-
Interest Earned	0.30%	\$	-
Interest Earned	1.50%	\$	20.90
Interest Earned	3.04%	\$	3,247.95

Checks / Withdrawals		\$	(56,176.36)
Deposits (incl. interest)		\$	4,220.17
<b>Closing Balance</b>		<b>\$</b>	<b>1,474,427.16</b>
- Reserve (1/2 of Est. Bud).	#3794	\$	(500,000.00)
- Designated ARPA funds	#1306	\$	(197,839.50)
- Designated Griffin road project	#1306	\$	(144,024.57)

Cafeteria plan		\$	208.33
TCPA rent		\$	500.00
GDO reimbursement		\$	196.00
TBD		\$	-
TBD		\$	-
TBD		\$	-
TBD		\$	-
TBD		\$	-
TBD		\$	-
TBD		\$	-
<b>Total</b>		<b>\$</b>	<b>4,220.17</b>

<b>Available to Spend</b>		<b>\$</b>	<b>632,563.09</b>
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**PROJECT**

- West Hill Road SW - Bill for road care annually - 2022 invoices have been mailed. \$ 5,200.00
- Total ARPA funds received is \$207,964.10.
- The first half of 2022 tax levy receipts totaled \$637,878.95; second half \$525,597.98.

- 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	(\$1,838.25)	1/7/2023
Payment	\$0.00	
Payment	\$0.00	
<b>Current balance</b>	<b>\$142,186.32</b>	

- 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
(e) Office equipment - computer	(\$3,000.00)		Revenue replacement
(e) Election worker compensation	(\$7,000.00)		Revenue replacement
(e) Legal expenses	(\$10,000.00)		Revenue replacement
(e) Audio / video system	(\$40,000.00)		
TBD	\$0.00		
TBD	\$0.00		
TBD	\$0.00		
TBD	\$0.00		
<b>Current balance</b>	<b>\$93,675.00</b>		

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



101 10th St E • Hastings, MN 55033

Account Number XXXXXX1306  
Statement Date 03/27/2023  
Statement Thru Date 03/27/2023  
Check/Items Enclosed 3  
Page 1

Return Service Requested

00000007 TP5493DD032823101621 01 000000000 0000000 004

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

## IMPORTANT MESSAGE(S)

Our Privacy Policy has been updated. You may access our Privacy Policy by visiting our website at [www.premierbanks.com](http://www.premierbanks.com) or by visiting one of our 20 branch locations to obtain a copy.

## NON PROFIT INTEREST

Account Number: XXXXXX1306

Account Owner(s): ROCHESTER TOWNSHIP

### Balance Summary

Beginning Balance as of 03/01/2023	\$916,399.06
+ Deposits and Credits (1)	\$46.99
- Withdrawals and Debits (4)	\$916,446.05
Ending Balance as of 03/27/2023	\$0.00
Service Charges for Period	\$0.00
Average Collected for Period	\$211,726.00
Minimum Balance for Period	\$0.00

### Earnings Summary

Interest for Period Ending 03/27/2023	\$46.99
Interest Paid Year to Date	\$530.67
Annual Percentage Yield Earned (APYE)	0.30%
Average Balance for APYE	\$211,726.29
Number of Days for APYE	27

### Miscellaneous Credits

Date	Description	Deposits
Mar 27	INTEREST PAID AT CLOSING	46.99

### Miscellaneous Debits

Date	Description	Withdrawals
Mar 27	CLOSING DEBIT	12,051.22



975 34TH AVE. NW, ROCHESTER, MN 55901  
Ph. 507-280-0621

**Return Service Requested**



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

**PERIODIC STATEMENT**

Date: Mar 31, 2023  
Period: Mar 01, 2023 to Mar 31, 2023  
(31 days)

Enjoy the convenience of digital payments! To enroll in a digital payment option, choose your preferred digital wallet and follow the prompts on your phone. It's a quick and simple way to make secure purchases! Go Green and Sign Up for E-Statements!

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Your Account(s) at a Glance

Deposit Account(s)	Account #	Interest Earned YTD	Balance as of 03/31
ONB Comm Checking -	CK-1000005320	21.80	99,740.70
ONB Community Saving	SV-0700000201	4,955.90	1,374,686.46

---

**ACCOUNT #: CK - 1000005320 ONB Comm Checking - Int**

ONB Community Checking

ROCHESTER TOWNSHIP

Enclosures: 13

Beginning Balance	31,347.00
as of 03/01/23	
Deposits & Other Credits	120,925.23
Charges & Fees	0.00
Checks & Other Debits	52,531.53
Average Balance	49,224.39
<b>Ending Balance</b>	
<b>as of 03/31/23</b>	<b>99,740.70</b>

Account #: CK -1000005320

**PERIODIC STATEMENT**  
ROCHESTER TOWNSHIP

Mar 31, 2023

**Check Information**

Date	Check#	Amount	Date	Check#	Amount
03/23	10001	74.32	03/15	10010	329.31
03/14	10003 *	208.33	03/21	10011	5,016.00
03/27	10004	35,686.69	03/30	10012	36.00
03/15	10006 *	480.00	03/20	10013	21.42
03/13	10007	50.46	03/17	10014	129.99
03/24	10008	454.30	03/15	10015	50.00
03/15	10009	376.74			

\* Indicates a break in the Check number order.

**Daily Balance Information**

Date	Balance	Date	Balance	Date	Balance
03/07	51,347.00	03/17	41,573.53	03/27	99,755.80
03/10	43,756.16	03/20	41,552.11	03/30	99,719.80
03/13	42,505.70	03/21	36,732.11	03/31	99,740.70
03/14	42,939.57	03/23	36,657.79		
03/15	41,703.52	03/24	36,203.49		

---

**ACCOUNT #: SV - 0700000201 ONB Community Savings**

Community Savings

ROCHESTER TOWNSHIP

Enclosures: 0

Beginning Balance	
as of 03/01/23	578,637.29
Deposits & Other Credits	916,049.17
Charges & Fees	0.00
Checks & Other Debits	120,000.00
Average Balance	1,274,734.26
<b>Ending Balance</b>	
<b>as of 03/31/23</b>	<b>1,374,686.46</b>

For the Period : 3/1/2023 To 3/31/2023

<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	\$1,071,942.94	\$763.89	\$16,530.47	\$1,056,176.36	\$0.00	\$1,353.85	\$1,057,530.21
Road and Bridge	\$66,701.50	\$0.00	\$36,162.41	\$30,539.09	\$0.00	\$0.00	\$30,539.09
Federal Programs - ARPA	(\$44,164.50)	\$0.00	\$0.00	(\$44,164.50)	\$0.00	\$0.00	(\$44,164.50)
Cafeteria Fund	\$416.66	\$208.33	\$0.00	\$624.99	\$0.00	\$0.00	\$624.99
Escrow Fund - Development	\$19,525.05	\$0.00	\$0.00	\$19,525.05	\$0.00	\$0.00	\$19,525.05
General Reserves	\$559,112.24	\$3,247.95	\$0.00	\$562,360.19	\$0.00	\$0.00	\$562,360.19
Sheriff Protection	(\$6,319.40)	\$0.00	\$0.00	(\$6,319.40)	\$0.00	\$0.00	(\$6,319.40)
Fire Protection	(\$173,633.64)	\$0.00	\$0.00	(\$173,633.64)	\$0.00	\$0.00	(\$173,633.64)
General Capital Projects	\$29,517.16	\$0.00	\$0.00	\$29,517.16	\$0.00	\$0.00	\$29,517.16
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)
<b>Total</b>	<b>\$1,521,546.02</b>	<b>\$4,220.17</b>	<b>\$52,692.88</b>	<b>\$1,473,073.31</b>	<b>\$0.00</b>	<b>\$1,353.85</b>	<b>\$1,474,427.16</b>

<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>
Brian E Zmolek	Town Supervisor				Date		
Jamie Neisen	Town Supervisor				Date		
Jeff Orth	Chair, Town Supervisor				Date		
Matthew Kitzmann	Town Supervisor				Date		
Michael Melford	Town Supervisor				Date		
Nathan Clarke	Town Supervisor				Date		



Date Range : 3/1/2023 To 3/31/2023

<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>
03/31/2023	Randy Staver	Reimbursement for security software credit card charge	5264	\$162.18	100-41940-309-	General Government Buildings and Plant	\$162.18
03/31/2023	Nathan Clarke	Reimbursement for road tour food expense	5265	\$104.05	201-43138-230-	Misc Road Work	\$104.05
03/31/2023	GDO Law	Invoices 12082 (includes invoice 11858), 12081	5266	\$5,027.75	100-41110-304-	Council/Town Board	\$5,027.75
03/31/2023	Olmsted County Public Works Dept.	Posts and markers - February statement	5267	\$653.50	201-43138-230-	Misc Road Work	\$653.50
03/31/2023	Crystal Lammers	Town hall cleaning	5268	\$150.00	100-43201-100-	Town Hall Custodian	\$150.00
03/31/2023	Olmsted County	Invoice SHER-144916	5269	\$5,736.60	100-42120-313-	Crime Control and Investigation	\$5,736.60
03/31/2023	WHKS	Invoices 47812, 47839	5270	\$3,229.80	100-41110-314-817 100-41110-303- 100-41110-314-807	Council/Town Board Council/Town Board Council/Town Board	\$608.00 \$2,165.80 \$456.00
03/31/2023	Dennis Bowe	Moderator for annual meeting	5271	\$50.00	100-41960-103-	Elections (other than clerk)	\$50.00
03/31/2023	Custom Communications, INC	Alarm monitoring	5272	\$105.75	100-42408-311-	Security Services	\$105.75
03/31/2023	Driessen Water Inc.	Water	5273	\$31.11	100-41940-229-	General Government Buildings and Plant	\$31.11

Date Range : 3/1/2023 To 3/31/2023

<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>
03/31/2023	People's Energy Cooperative	Electric bill for outdoor lights - March statement	5274	\$39.00	100-43160-386-	Street Lighting	\$39.00
03/31/2023	Rochester Township Cafeteria Acct	March 2023 paycheck cafeteria deposit	5275	\$208.33	100-41110-103-	Council/Town Board	\$208.33
03/31/2023	Visa	March statement - envelopes, name plate, computer	5276	\$1,973.39	100-41110-204-204-41190-309-	Council/Town Board Council / Town Board - COVID	\$73.41 \$1,899.98
03/31/2023	Paulson Rock Products	Invoice 95256	5277	\$918.73	201-43120-231-	Road Maintenance	\$918.73
03/31/2023	Charter Communications	Invoice 0794079032423	5278	\$129.99	100-41940-325-	General Government Buildings and Plant	\$129.99
03/31/2023	Minnesota Association of Townships	Short course - M. Melford	5279	\$75.00	100-41110-308-	Council/Town Board	\$75.00
03/31/2023	Federal Government	April payroll taxes - Q2, #1	5280	\$1,161.98	100-41110-103-100-41425-103-	Council/Town Board Clerk	\$340.70 \$821.28
03/31/2023	State of Minnesota	April payroll taxes - Q2, #1	5281	\$119.30	100-41425-103-	Clerk	\$119.30
03/31/2023	PERA	March 2023 payroll deductions	5282	\$1,091.45	100-41110-103-100-41425-103-	Council/Town Board Clerk	\$591.78 \$499.67
03/31/2023	Empower - MN Deferred Comp Plan	March 2023 Deferred Income	5283	\$1,700.00	100-41110-103-	Council/Town Board	\$1,700.00

Date Range : 3/1/2023 To 3/31/2023

<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>
Total For Selected Claims				\$22,667.91			\$22,667.91

Brian E Zmolek	Town Supervisor					Date
Jamie Neisen	Town Supervisor					Date
Jeff Orth	Chair, Town Supervisor					Date
Matthew Kitzmann	Town Supervisor					Date
Michael Melford	Town Supervisor					Date
Nathan Clarke	Town Supervisor					Date

Date Range : 3/1/2023 To 3/31/2023

<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>
03/31/2023	Joint Powers Board	March claims and payroll	5284	\$34,291.64	201-43127-310-	Joint Powers	\$34,291.64
Total For Selected Claims				\$34,291.64			\$34,291.64

Brian E Zmolek	Town Supervisor	Date
Jamie Neisen	Town Supervisor	Date
Jeff Orth	Chair, 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 4/1/2023 to 4/30/2023

Employee Name	Title	Gross Wages
Clarke, Nathan	Supervisor	1,197.27
Kitzmann, Matthew	Supervisor	1,127.27
Neisen, Jamie	Supervisor	1,197.27
Orth, Jeff	Supervisor	1,409.08
Rudquist, Sara	Deputy Clerk/Treas	503.00
Staver, Randy R	Clerk/Treasurer	3,401.76
Staver, Sheila	Record Keeping	232.50
Zmolek, Brian E	Supervisor	1,127.27

Joint Powers Board Report		April meeting	Claims: March 2023	
Rochester and Cascade Townships				
	Total	Rochester Township	Cascade Township	
Payroll:				
Pay: Payroll Claims	\$ 21,147.51			
Deductions & Township FICA	\$ 13,620.45			
	\$ -	\$ -	\$ -	
Employee Ded HSA	\$ 881.32			
Total	\$ 35,649.28	\$ 17,824.64	\$ 17,824.64	
Non- Payroll Disbursements:				
Road Claims (51% / 49% )	\$ 10,665.34	\$ 5,439.32	\$ 5,226.02	
Salt / Sand (46% / 54%)	\$ 13,365.50	\$ 6,148.13	\$ 7,217.37	
		\$ -	\$ -	
Total Disbursements	\$ 59,680.12	\$ 29,412.09	\$ 30,268.03	

Claims List	\$ 38,532.61			
Net Pay Dist.	\$ 21,147.51			
	\$ 59,680.12			
Equipment 1/12 of Amt. Budget	\$ 9,583.34	\$ 4,791.67	\$ 4,791.67	
Sick Leave Escrow	\$ 175.76	\$ 87.88	\$ 87.88	
Amount owed by each townsh	\$ 69,439.22	\$ 34,291.64	\$ 35,147.58	
	\$ 69,439.22			
Should be 00	\$ -			

\*\*2023 equipment budget = \$115,000

<b>2023</b> Cascade	28.49 mil	49.10%
<b>2023</b> Rochester	29.61 mil	50.90%
	5.52 miles gravel	
	24.09 miles paved	
<b>total</b>	58.1	
	52.58 paved	

	Amount	
6170	\$ 15.00	Premier
6142	\$ 470.12	Forum
6149	\$ 3,708.96	CHS
6150	\$ 137.18	Little Falls
6151	\$ 225.31	MRO
6152	\$ 354.99	Earls
6153	\$ 1,272.50	Bauer
6155	\$ 33.51	Nuss
6156	\$ 253.50	Herold
6157	\$ 287.90	Ziegler
6158	\$ 52.89	Napa
6159	\$ 125.40	Ronco
6160	\$ 444.97	MenardsN
6161	\$ 19.99	MenardsS
6163	\$ 557.23	RDO
6164	\$ 109.43	Lesmeister
6167	\$ 41.92	Luke Lentz
6165	\$ 81.22	Pat McGowan
6166	\$ 367.51	Chris L
6169	\$ 132.97	C-Charter
6168	\$ 169.64	Century Link
6143	\$ 293.00	R-Peoples
6144	\$ 265.00	C-Peoples
6141	\$ 59.82	RPU
		R-Waste Mgt
		C-Waste Mgt
6146	\$ 492.10	C-Mn Energy
6145	\$ 693.28	R-MN Energy
Total	\$ 10,665.34	4976
6162	\$ 258.28	Olm Aggregate
6154	\$ 13,107.22	Compass
Total	\$ 13,365.50	Salt/Sand
6175	\$ 1,562.12	STATE
6174	\$ 3,789.98	PERA + Admin Fee
6147	\$ 16.00	NCPERS
6148	\$ 100.00	CL Security Benefit
6173	\$ 8,152.35	FED
Total Payroll	\$ 13,620.45	
Cafeteria Payments		
6172	\$ 650.00	Deferred Income
6171	\$ 231.32	CL HS A
	\$ 881.32	
Total	\$ 25,167.11	
Payroll	\$ 21,147.51	
	\$ 46,314.62	

Date Range : 3/1/2023 To 3/31/2023

<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>
03/31/2023	Rochester Public Utilities	2009272 - RT water only	6141	\$59.82	100-41940-382-201	General Government Buildings and Plant	\$59.82
03/31/2023	Forum Communications Company	road bids legal ad and quotes legal ad	6142	\$470.12	100-41940-351-	General Government Buildings and Plant	\$470.12
03/31/2023	People's Energy Cooperative	Rochester Township	6143	\$293.00	100-41940-381-201	General Government Buildings and Plant	\$293.00
03/31/2023	People's Energy Cooperative	Cascade Township	6144	\$265.00	100-41940-381-200	General Government Buildings and Plant	\$265.00
03/31/2023	Minnesota Energy Resources	Rochester 1/27/2023	6145	\$693.28	100-41940-383-201	General Government Buildings and Plant	\$693.28
03/31/2023	Minnesota Energy Resources	Cascade 03/22/2023	6146	\$492.10	100-41940-383-200	General Government Buildings and Plant	\$492.10
03/31/2023	NCPRS Group Life Ins	Chris Lien ID 1156 - April 2023	6147	\$16.00	201-41970-365-300	Insurance	\$16.00
03/31/2023	SBG-VAA	Chris Lien - 457B	6148	\$100.00	201-41440-175-	Chris Lien HSA	\$100.00
03/31/2023	CHS	March fuel and DEF	6149	\$3,708.96	201-43111-212-	Fuel	\$3,708.96
03/31/2023	Little Falls Machine, Inc	Boom bolts, locknuts	6150	\$137.18	201-43115-221-	Shop & Equipment Supplies	\$137.18

Date Range : 3/1/2023 To 3/31/2023

<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>
03/31/2023	MRO Systems	refill parts	6151	\$225.31	201-43115-221-	Shop & Equipment Supplies	\$225.31
03/31/2023	Earl's Small Engine Repair, Inc.	power sweep	6152	\$354.99	201-43115-221-	Shop & Equipment Supplies	\$354.99
03/31/2023	Bauer Built	2014 Mack truck tire blowout - repair and tire	6153	\$1,272.50	201-43116-222-100	Heavy Equipment Repairs	\$1,272.50
03/31/2023	Compass Minerals America Inc.	salt	6154	\$13,107.22	201-43136-216-	Salt, Sand & Hauling	\$13,107.22
03/31/2023	Nuss Truck & Equipment	Marker lights	6155	\$33.51	201-43116-229-102	Heavy Equipment Repairs	\$33.51
03/31/2023	Herold Flags	Flag replacement	6156	\$253.50	100-41940-210-	General Government Buildings and Plant	\$253.50
03/31/2023	Ziegler Inc	cutting edge	6157	\$287.90	201-43116-229-116	Heavy Equipment Repairs	\$287.90
03/31/2023	NAPA Auto Parts - Rochester	wipers, floor cleaner	6158	\$52.89	201-43115-221-	Shop & Equipment Supplies	\$52.89
03/31/2023	Ronco Engineering Sales, Inc.	hose fittings	6159	\$125.40	201-43115-221-	Shop & Equipment Supplies	\$125.40
03/31/2023	Menards - Rochester North	cold patch	6160	\$444.97	201-43115-221-	Shop & Equipment Supplies	\$444.97
03/31/2023	Menards - Rochester South	mailbox	6161	\$19.99	201-43115-221-	Shop & Equipment Supplies	\$19.99
03/31/2023	Olmsted Aggregate	washed sand	6162	\$258.28			



Date Range : 3/1/2023 To 3/31/2023

<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>
					201-43136-217-	Salt, Sand & Hauling	\$258.28
03/31/2023	RDO Equipment Co	sediment bowl, end edge bit	6163	\$557.23			
					201-43116-229-110	Heavy Equipment Repairs	\$557.23
03/31/2023	Lesmeister Fleet Service Inc	DOT 2021 F550	6164	\$109.43			
					201-43116-229-117	Heavy Equipment Repairs	\$109.43
03/31/2023	Pat McGowan	Mileage	6165	\$81.22			
					201-43111-331-	Fuel	\$81.22
03/31/2023	Chris Lien	Mileage and Reimbursement - operating supplies and marker lights for 2016 Mack	6166	\$367.51			
					201-43115-221-	Shop & Equipment Supplies	\$300.72
					201-43111-331-	Fuel	\$11.14
					201-43116-229-102	Heavy Equipment Repairs	\$55.65
03/31/2023	Lucas Lentz	reimbursement for mileage	6167	\$41.92			
					201-43111-331-	Fuel	\$41.92
03/31/2023	Century Link	507-282-6488	6168	\$169.64			
					100-41940-386-201	General Government Buildings and Plant	\$169.64
03/31/2023	Charter Communications	Cascade phone and internet	6169	\$132.97			
					100-41940-386-200	General Government Buildings and Plant	\$132.97
03/31/2023	Premier Bank Fees	April ACH processing fee	6170	\$15.00			
					100-41940-210-	General Government Buildings and Plant	\$15.00
03/31/2023	Premier Bank	Chris Lien HSA	6171	\$231.32			
					201-41440-173-361	Chris Lien HSA	\$231.32

Date Range : 3/1/2023 To 3/31/2023

<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>
03/31/2023	Empower	Deferred Income - Chris L and Pat M	6172	\$650.00			
					201-41440-175-	Chris Lien HSA	\$250.00
					201-41450-175-	Pat McGowan HSA	\$400.00
03/31/2023	United States Treasury	April 2023 payroll taxes Q2 payment 1	6173	\$8,152.35			
					201-43102-171-	Road Salary	\$5,773.63
					201-43102-122-	Road Salary	\$2,378.72
03/31/2023	PERA	April 2023 payroll contributions including credit memo 167194 (\$433.91)	6174	\$3,789.98			
					201-43102-121-	Road Salary	\$1,828.89
					201-43102-174-	Road Salary	\$1,961.09
03/31/2023	MN Department of Revenue	April 2023 payroll taxes Q2 payment 4	6175	\$1,562.12			
					201-43102-172-	Road Salary	\$1,562.12
Total For Selected Claims				\$38,532.61			\$38,532.61

Date