

Rochester Township Supervisors Meeting
Rochester Town Hall
Thursday, April 11, 2024
7:00 PM
AGENDA

- I. Open comment period
- II. Call to order Town Board Meeting; Pledge of Allegiance
- III. Minutes of the March 14, 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. 8th Street speed study – letter mailed – May Board meeting public comments
- VIII. New Business
 - A. Von Wald Youth Shelter – report – Dan Pfarr
 - B. Westridge Hills
 - C. Bolander / Passe CUP Letter
 - D. Annual reorganization
 - E. 2024 Road Tour
 - F. Waste Hauling – Recycling
 - G. Town Hall Maintenance
- IX. Other Reports / Information Items
 - A. Information Items
 - i. Onsite audit – March 28, 2024 – present at May Board meeting
 - ii. Permission for certain recurring payment claims
 - B. TCPA Report – Jeff Orth

- C. Planning & Zoning Commission Report
 - D. Board Chair Report
- X. Other Business
 - A. Future meetings
 - a. Planning & Zoning Commission – April 16, 2024 – 7:30 pm
- XI. Adjourn

Rochester Township

Board Meeting Minutes

March 14, 2024

Meeting was called to order at 7:00 pm by Vice-Chairman Nathan Clarke.

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

Guests – Pat McGowan, Dean Thompson, Jered Staton, Bill Tointon, Brian Mueller and Steve Nigon.

Open Comments

- None.

Minutes – Jeff Orth moved to approve the minutes for the February 8, 2024 meeting with a minor edit (percent increase of budget). Michael Melford seconded. All voted in favor and the motion passed.

Deputy's Report –

- Deputy Dean Thompson stated that there were 77 calls for service over the last two months (there was no report the previous month).

Treasurer's Report –

- Treasurer Randy Staver reported. There was no unusual activity to report.
- Work continues on the annual audit with Smith Schafer. A site visit is scheduled for March 28th.
- Randy reported that he followed up with Eagle Rock regarding the interest rate we are receiving on the savings account based on commentary from Jeff Orth at the last meeting. Eagle Rock gladly moved the savings rate to 4.35%.
- Jeff suggested that Eagle Rock may, if they wish, make a presentation to other townships at an OCTOA meeting about possible benefits. Townships can decide on their own if they would like to pursue any changes. Jeff will research further.
- Randy noted a change in progress from CenturyLink to Clear Rate Communications for telephone service. This does not involve internet service which is provided by Spectrum. A second line, which had been used as a dedicated fax line but no longer used, has been removed.
- Jeff noted that the clerk for Oronoco township is new and he offered Rochester services if she has questions.

- Jeff Orth moved approval of the treasurer's report. Michael Melford seconded. All voted in favor and the motion passed.

Rochester Township Claims – Jeff Orth moved and Matt Kitzmann seconded to accept and pay Rochester Township claims #5467-5480 in the amount of \$40,227.05. All voted in favor and the motion passed.

JPB Claims – Matt Kitzmann moved and Jeff Orth seconded to accept and pay Joint Powers Board claims #6488-6515 and the Rochester Township share in the amount of \$28,571.40 and a payroll share of \$13,958.75. 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.
- Pat will be ordering 170 tons of salt for next year.
- Safety staff training is occurring as required.

Land Use Plan Resolution –

- Will be revisited in May 2024.

2630 Wild Rose Lane SW –

- No new information to report. Jered noted that TCPA has been dismissed from the CUP legal action. The plaintiff is the same for both lawsuits.

Land Use Planning Workgroup –

- No new information to report.

Speed Study –

- Randy Staver presented a letter written by Jamie Neisen to be sent to residents who live along the 8th Street corridor. The letter basically explains what the board has done to date to study speed issues and the plans to mitigate those concerns going forward. The board was asked to approve the letter. Nathan Clarke commented that there will be an absence at the April meeting and given the sensitivity of the topic, he suggested pushing the public hearing to the May meeting. Discussion continued on the topic. Michael Melford moved to approve the letter changing the date to May 9th. Matt Kitzmann seconded. All voted in favor and the motion passed.
- Randy presented a speed table study and possible resolution that had been written in 2005. Jeff Orth commented that residents may wonder why certain streets get mitigation measures and others do not. Pat McGowan commented that in talking with others who have installed portable speed tables, results have not

been universally positive. The speed tables shift and move. Pat also said it would be better to install asphalt tables with striping.

- The County and City have traffic engineers and it was suggested we ask them for comments. Jamie will be asked as chair to reach out to the county staff person, Nick Sandford to see if he would like to attend.

Westhill Drive SW –

- Randy Staver noted that the City of Rochester has remitted payment for 2024 as agreed upon.

Subdivision Ordinance –

- Jered Staton spoke and presented the most current version of the subdivision ordinance. Jered covered the most recent edits in sections 6.05, 6.06 and street layout exhibits.
- Michael Melford moved and Jeff Orth seconded to adopt the subdivision ordinance as presented which includes support for the associated stormwater language changes. All voted in favor and the motion passed.

Lilly Farm 4th Final Payment – RES2024_03_01 –

- Randy Staver presented a resolution that approves final payment to Griffin Construction in the amount of \$32,072.02 for the roadwork in Lilly 4. A portion of the resolution stipulates that the developer must now provide surety in the amount of \$142,031.94 for a six-year period. There remains \$68,718.05 from the original amount provided by the developer.
- Jeff Orth moved to approve the letter and Michael Melford seconded. All voted in favor and the motion passed.
- Matt Kitzmann moved to release the remaining amount of \$68,718.05 to the developer once the surety in the amount of \$142,031.94 has been received by the township. Jeff Orth seconded. All voted in favor and the motion passed.

Passe Property Rezoning – Bolander – Sand / Gravel Mining –

- Jered Staton presented information related to rezoning of a portion of the Passe property that Bolander Construction wishes to use for sand / gravel mining. Jered outlined concerns with the area.
- Jered stated that the petitioner has submitted paperwork to rezone the area which means planning has 60 days in which to respond.
- Jeff Orth commented that there is no restoration plan for the area once mining has ended. Board members were supportive of having a plan that ideally allows for some housing.
- Jered asked if the township would want a flood plain approval development plan prior to a rezoning being approved. Board members were supportive of having that plan approval.

- Jered asked if the township would want to see an access permit application before the rezoning and Conditional Use Permit is considered. The board was supportive.
- There was some discussion about the number of entrances required. There may be some disagreement with what the county is thinking. The Board feels that two accesses per resident should remain.
- Jered will go back to Bolander based on board direction.

Nigon Land Use Plan Amendment –

- The board was asked to sign a revised letter of support regarding a request by the Nigon family and a land use change. Steve Nigon spoke and said they would like to take their request to the County Board and it is helpful if the township is supportive.
- Mr. Nigon said that part of the land is in Cascade Township and that Cascade has endorsed the proposal.
- The topic was reviewed by the Rochester City Council in December where it was denied.
- Matt Kitzmann moved to endorse and sign the letter. Michael Melford seconded. All voted in favor and the motion passed.

Mayo Woodland Setback Variance – VAR2024_03_01 –

- Nathan Clarke opened the public hearing in the Boards capacity as the Board of Adjustment. Jered Staton reported that he has now contacted the remaining seven affected residents in the Mayo Woodland area that would be affected by the change in setback. There was no resistance to the change. Jered presented a variance for board consideration. Ten lots had been approved for the change in a previously adopted variance.
- No one from the public wished to be heard. Vice-Chair Clarke closed the public hearing. Nathan opened up for additional public comments. There were no comments.
- Jeff Orth moved to approve the variance and Michael Melford seconded. All voted in favor and the motion passed.

Septic Systems –

- Based on a septic system alarm heard recently, questions came up regarding when or if septic systems require inspection, how often, and who is responsible. Research determined that all community septic systems require annual inspection and generally the property owner, HOA or developer is responsible. GGG coordinates this annual process on behalf of the township.

MAT Board and Organization –

- Questions have been raised via other townships regarding issues with the MAT board of directors and the method used to update bylaws. Multiple articles and

emails have been distributed with objections to changes to the bylaws and the process for voting. Historically, voting on bylaw changes only occurred at the annual meeting so long as a quorum of townships were represented. A quorum was not met at the last meeting. The MAT board is moving forward with voting during the annual spring short course gatherings since those are well attended. Objections have been raised regarding use of this method for voting.

- Two Rochester Township supervisors are slated to attend the spring course in late March. The board discussed the topic and how or if the attending supervisors might vote. Members could choose to vote aye, nay or abstain. Members felt that they are not fully informed on the details of the matter and will likely abstain.

Rochester Fire Department Contract –

- Randy Staver informed the board that the Rochester Fire Department would like to begin discussions on the next contract. The current contract ends at the end of 2025. The reason for the early discussion is that rates need to be set such that the city can inform the township in February 2025 of the amount for 2026. That number is needed to prepare the 2026 budget for the annual meeting in March.
- It was requested that we obtain data regarding calls for service and a breakdown of service calls (structural fires, brush fires, accidents, medical calls, etc.) and response times. Matt Kitzmann also asked what respective costs are for other townships.
- Jeff commented on potential increases in property insurance.
- Nathan Clarke and Matt Kitzmann agreed to meet offline with fire department staff.

HOA Discussion Regarding Izzak Walton –

- Michael Melford updated the board on discussions regarding land owned by Izzak Walton that could be accessed as an environmental reserve.

Land Bank Discussion –

- Michael Melford wished to discuss establishing a potential land bank. Arkansas and Missouri have policies in place that add about 3% to all real estate transactions with funds going toward purchasing and maintaining a variety of environmental / recreational spaces. Michael volunteered to research the topic further.
- Matt Kitzmann wondered whether the percentage is too high. He also thought it could be viewed as regressive since new property owners would contribute versus established residents. He is not opposed to establishing a fund but thought adding it to the tax levy which may be more equitable.

Election –

- Randy Staver reported the results for the 2024 board supervisor elections. In seat 1, Trisha Adamson received 25 votes and Matt Kitzmann received 79 votes. In seat 5, Jamie Neisen received 90 votes and there was 1 write-in vote.

Reports:

TCPA Report –

- Jeff Orth said that TCPA met earlier this week. Jered stated that new software is being used that applies more rigor to the fees process.

Board of Appeals & Adjustment Report (Township Board) –

- There was no additional action requested this month.

Planning and Zoning Commission Report –

- There will be a meeting in April where it is anticipated that the solar ordinance will be discussed. Based on absences, Michael asked that two supervisors attend the meeting. Matt Kitzmann and Nathan Clarke can attend.

Board Chair Report –

- No information to report this month.

Other Business –

- None

Meeting Adjourned – Michael Melford moved to adjourn the meeting. Jeff Orth seconded. All voted in favor and the motion passed. Meeting was adjourned at 10:24 PM.

Respectfully Submitted,



Randy Staver, Clerk / Treasurer

Nathan Clarke, Vice-Chairman

April 2024
Treasurer's Report

Period: 03/01/2024 - 03/31/2024

Accounts

Opening Balance - ONB - checking	#5320	\$ 120,000.00
Deposits	\$	708.33
Interest checking (1.00%)	\$	101.64
Checks / Withdrawals	\$	(45,295.30)
Sweep debits checking (-)	\$	(101.64)
Sweep credits checking (+)	\$	44,586.97
Ending balance checking	\$	120,000.00

Opening Balance - ONB - savings	#0201	\$ 130,000.00
Interest savings (4.35%)	\$	473.67
Sweep debits savings (-)	\$	(45,594.74)
Sweep credits savings (+)	\$	45,121.07
Ending balance savings	\$	130,000.00

Opening Balance - ONB - IntraFi	#0201	\$ 1,518,908.68
Interest ICS (4.35%)	\$	5,589.05
Sweep credits ICS (+)	\$	957.03
Sweep debits ICS (-)	\$	(44,359.97)
Ending balance ICS	\$	1,481,094.79

Total ONB ending balance	\$	1,731,094.79
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Adjustments - in transit	\$	349.31
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Cash Control ending balance	\$	1,731,444.10
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Total ending ONB balance	\$	1,731,094.79
- 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	\$	1,026,014.79

Deposits		
Cafeteria plan	\$	208.33
TCPA rent	\$	500.00
TBD	\$	-
TBD	\$	-
TBD	\$	-
TBD	\$	-
TBD	\$	-
TBD	\$	-
Total	\$	708.33

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)	4/12/2024
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
Meadow Crossing Rd. 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: Mar 31, 2024
Period: Mar 01, 2024 to Mar 31, 2024
(31 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 03/31
ONB Community Checki	CK-1000005320	298.36	120,000.00
Community Savings	SV-0700000201	1,337.59	130,000.00

ACCOUNT #: CK - 1000005320 Comm Checking - Int

ONB Community Checking

ROCHESTER TOWNSHIP

Enclosures: 9

Beginning Balance	
as of 03/01/24	120,000.00
Deposits & Other Credits	45,396.94
Charges & Fees	0.00
Checks & Other Debits	45,396.94
Average Balance	120,000.00
Ending Balance	
as of 03/31/24	120,000.00

Transaction Information

Date	Check#	Description	Debit Amount	Credit Amount
03/05		Min Balance - Sweep from SV		2,975.00
03/14		Min Balance - Sweep from SV		4,879.62
03/15		Min Balance - Sweep from SV		1,675.23
03/18	19378234	Mobile Capture Deposit		500.00
03/18	19378236	Mobile Capture Deposit		208.33

Account #: CK -1000005320

PERIODIC STATEMENT
ROCHESTER TOWNSHIP

Mar 31, 2024

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
03/05	120,000.00	03/19	120,000.00	03/28	120,000.00
03/14	120,000.00	03/21	120,000.00	03/29	120,000.00
03/15	120,000.00	03/26	120,000.00	03/31	120,000.00
03/18	120,000.00	03/27	120,000.00		

ACCOUNT #: SV - 0700000201 Community Savings

Community Savings

ROCHESTER TOWNSHIP

Enclosures: 0

Beginning Balance	
as of 03/01/24	130,000.00
Deposits & Other Credits	45,594.74
Charges & Fees	0.00
Checks & Other Debits	45,594.74
Average Balance	128,560.94
Ending Balance	
as of 03/31/24	130,000.00

Transaction Information

Date	Check#	Description	Debit Amount	Credit Amount
03/05		Minimum Balance/Sweep Adjustment Credit		2,974.00
03/14		Minimum Balance/Sweep Adjustment Credit		4,879.62
03/15		Minimum Balance/Sweep Adjustment Credit		1,675.23
03/18		Sweep - Sweep from CK		434.46
03/19		Minimum Balance/Sweep Adjustment Credit		10.95
03/21		Minimum Balance/Sweep Adjustment Credit		38.00

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
03/31/2024

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1 of 2

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

The following information is a summary of activity in your account(s) for the month of March 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%	\$1,518,908.68	\$1,481,094.79
TOTAL			\$1,518,908.68	\$1,481,094.79

For the Period : 3/1/2024 To 3/31/2024

<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	\$1,182,034.04	\$601.64	\$10,454.49	\$1,172,181.19	\$0.00	\$1,438.33	\$1,173,619.52
Road and Bridge	\$83,919.77	\$0.00	\$28,571.40	\$55,348.37	\$0.00	\$1,050.00	\$56,398.37
Federal Programs - ARPA	(\$61,477.75)	\$0.00	\$0.00	(\$61,477.75)	\$0.00	\$0.00	(\$61,477.75)
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	\$664,511.53	\$6,062.72	\$0.00	\$670,574.25	\$0.00	\$0.00	\$670,574.25
Sheriff Protection	(\$6,451.94)	\$0.00	\$6,080.78	(\$12,532.72)	\$0.00	\$0.00	(\$12,532.72)
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	\$1,767,189.75	\$6,872.69	\$45,106.67	\$1,728,955.77	\$0.00	\$2,488.33	\$1,731,444.10

<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 : 3/1/2024 To 3/31/2024

<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>
03/31/2024	MATIT	Deductible	5481	\$4,000.00	100-41970-304-	Insurance (MATIT, work comp, etc.)	\$4,000.00
03/31/2024	Custom Communications, INC	Alarm monitoring	5482	\$114.21	100-42408-311-	Security Services	\$114.21
03/31/2024	People's Energy Cooperative	Electric bill for outdoor lights - March statement	5483	\$80.00	100-43160-386-	Street Lighting	\$80.00
03/31/2024	Culligan of Greater Rochester	Water	5484	\$32.90	100-41940-229-	General Government Buildings and Plant	\$32.90
03/31/2024	WHKS	Invoices 50659	5485	\$316.00	100-41110-314-808	Council/Town Board	\$316.00
03/31/2024	Keith Berge	Election judge	5486	\$120.00	100-41960-103-	Elections (other than clerk)	\$120.00
03/31/2024	Scott Johnson	Election judge	5487	\$110.00	100-41960-103-	Elections (other than clerk)	\$110.00
03/31/2024	Gail Prescher	Election judge	5488	\$110.00	100-41960-103-	Elections (other than clerk)	\$110.00
03/31/2024	Nancy Bergner	Election judge	5489	\$80.00	100-41960-103-	Elections (other than clerk)	\$80.00
03/31/2024	Brian Good	Election judge	5490	\$70.00	100-41960-103-	Elections (other than clerk)	\$70.00
03/31/2024	Linda Helberg	Election judge	5491	\$100.00	100-41960-103-	Elections (other than clerk)	\$100.00
03/31/2024	Paul Schaefer	Election judge	5492	\$120.00	100-41960-103-	Elections (other than clerk)	\$120.00
03/31/2024	Mary Beer	Election judge	5493	\$120.00			

Date Range : 3/1/2024 To 3/31/2024

<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>
					100-41960-103-	Elections (other than clerk)	\$120.00
03/31/2024	Mary E. Jones	Election judge	5494	\$80.00			
					100-41960-103-	Elections (other than clerk)	\$80.00
03/31/2024	Roger Hofer	Election judge	5495	\$70.00			
					100-41960-103-	Elections (other than clerk)	\$70.00
03/31/2024	Rory Lenton	Election judge	5496	\$80.00			
					100-41960-103-	Elections (other than clerk)	\$80.00
03/31/2024	Griffin Construction Co., Inc.	Lilly 4 road construction	5497	\$32,072.02			
					201-43138-230-808	Misc Road Work	\$32,072.02
03/31/2024	Olmsted County Public Works Dept.	Various parts - February statement	5498	\$1,892.96			
					201-43138-235-	Misc Road Work	\$1,892.96
03/31/2024	Charter Communications	Invoice 175428901032124	5499	\$129.99			
					100-41940-325-	General Government Buildings and Plant	\$129.99
03/31/2024	Rochester Township Cafeteria Acct	March 2024 paycheck cafeteria deposit	5500	\$208.33			
					100-41110-103-	Council/Town Board	\$208.33
03/31/2024	Federal Government	April payroll taxes - Q2, #1	5501	\$1,197.95			
					100-41110-103-	Council/Town Board	\$421.04
					100-41425-103-	Clerk	\$776.91
03/31/2024	State of Minnesota	April payroll taxes - Q2, #1	5502	\$119.34			
					100-41110-103-	Council/Town Board	\$2.72
					100-41425-103-	Clerk	\$116.62
03/31/2024	PERA	March 2024 payroll deductions	5503	\$1,018.49			
					100-41110-103-	Council/Town Board	\$517.40
					100-41425-103-	Clerk	\$501.09

Date Range : 3/1/2024 To 3/31/2024

<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>
03/31/2024	Empower - MN Deferred Comp Plan	March 2024 Deferred Income	5504	\$3,090.00			
					100-41110-103-102	Council/Town Board	\$1,390.00
					100-41110-103-103	Council/Town Board	\$700.00
					100-41110-100-104	Council/Town Board	\$1,000.00
03/31/2024	Crystal Lammers	Town hall cleaning	5505	\$100.00			
					100-43201-100-	Town Hall Custodian	\$100.00
03/31/2024	Joint Powers Board	March claims and payroll	5506	\$23,301.37			
					201-43127-310-	Joint Powers	\$23,301.37
Total For Selected Claims				\$68,733.56			\$68,733.56

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 4/1/2024 to 4/30/2024

Employee Name	Title	Gross Wages
Clarke, Nathan	Supervisor	1,287.45
Kitzmann, Matthew	Supervisor	1,217.45
Melford, Michael	Supervisor	1,287.45
Neisen, Jamie	Supervisor	1,521.81
Orth, Jeff	Supervisor	1,287.45
Staver, Randy R	Clerk/Treasurer	4,328.43
Staver, Sheila	Record Keeping	192.00

Date Range : 3/1/2024 To 3/31/2024

<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>
03/31/2024	Premier Bank	Chris Lien HSA	6516	\$400.00	320-41440-173-361	Chris Lien HSA	\$400.00
03/31/2024	United States Treasury	April 2024 payroll taxes Q2 payment 1	6517	\$5,803.32	201-43102-171- 201-43102-122-	Road Salary Road Salary	\$3,942.38 \$1,860.94
03/31/2024	MN Department of Revenue	April 2024 payroll taxes Q2 payment 1	6518	\$1,122.41	201-43102-172-	Road Salary	\$1,122.41
03/31/2024	Empower	Deferred income - Chris L. and Pat M.	6519	\$650.00	320-41440-175- 340-41450-175-	Chris Lien HSA Pat McGowan HSA	\$250.00 \$400.00
03/31/2024	PERA	April 2024 payroll contributions	6520	\$3,311.50	201-43102-121- 201-43102-174-	Road Salary Road Salary	\$1,774.02 \$1,537.48
03/31/2024	Earl's Small Engine Repair, Inc.	new chain and sharpening	6521	\$66.50	201-43115-221-	Shop & Equipment Supplies	\$66.50
03/31/2024	RDO Equipment Co	hydraulic oil	6522	\$70.01	201-43115-221-	Shop & Equipment Supplies	\$70.01
03/31/2024	Ronco Engineering Sales, Inc.	pressure water hose and fittings	6523	\$174.57	201-43115-221-	Shop & Equipment Supplies	\$174.57
03/31/2024	Lesmeister Fleet Service Inc	trailer DOT, drumbrake replacement; F550 DOT	6524	\$3,624.46	201-43116-229-106 201-43116-229-117	Heavy Equipment Repairs Heavy Equipment Repairs	\$3,482.78 \$141.68
03/31/2024	NAPA Auto Parts - Rochester	battery tester, whoodchipper new battery	6525	\$286.98	201-43115-221- 201-43116-229-120	Shop & Equipment Supplies Heavy Equipment Repairs	\$76.99 \$209.99

Date Range : 3/1/2024 To 3/31/2024

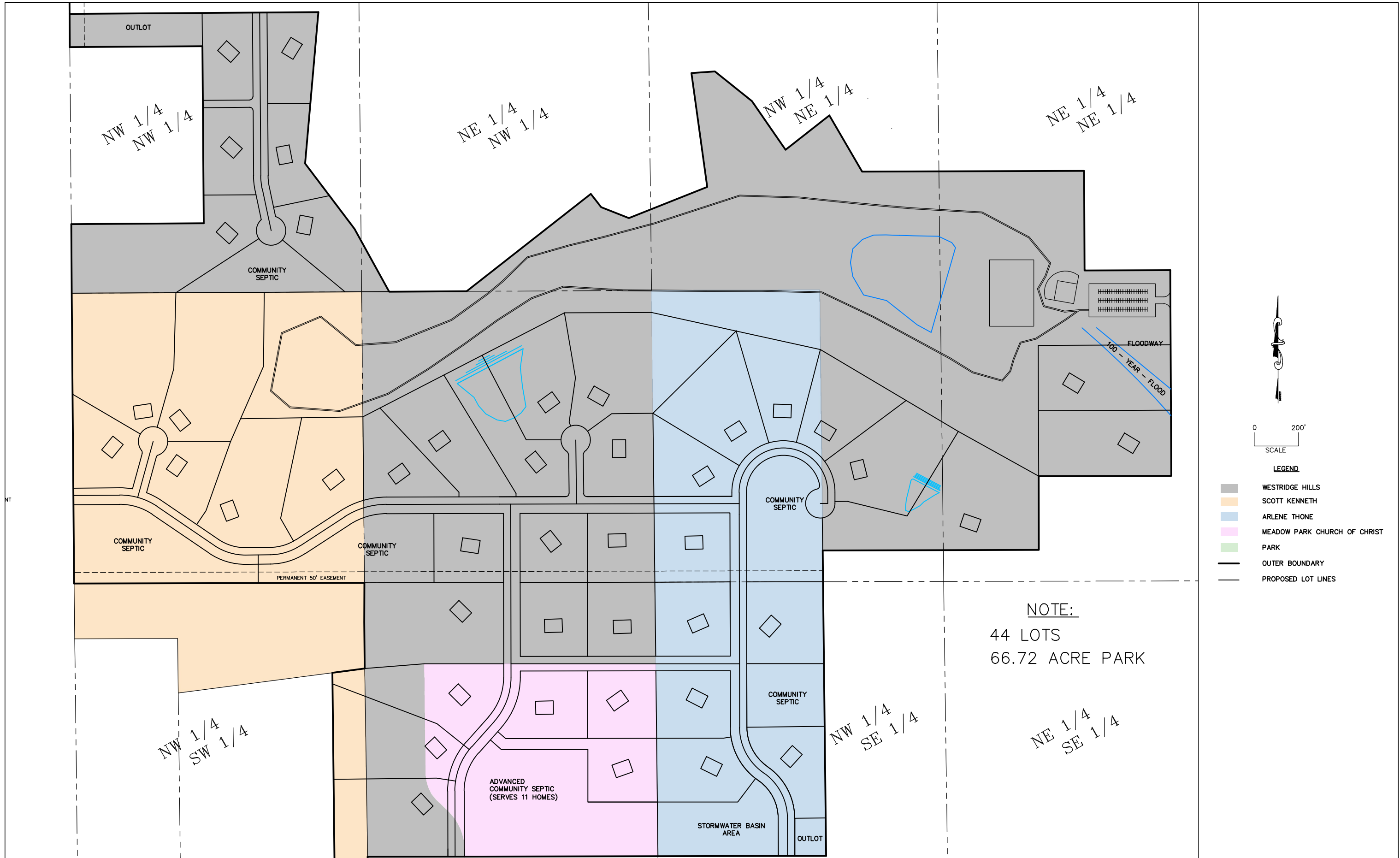
Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
03/31/2024	Herold Flags	Flag replacement	6526	\$159.75	100-41940-210-	General Government Buildings and Plant	\$159.75
03/31/2024	Dalco	toilet paper	6527	\$63.27	201-43115-221-	Shop & Equipment Supplies	\$63.27
03/31/2024	Diamond Mowers, LLC	set of flail blades	6528	\$828.86	201-43116-229-111	Heavy Equipment Repairs	\$828.86
03/31/2024	Reinders, Inc.	tree herbicide, oil, marking paint	6529	\$343.84	201-43115-221-	Shop & Equipment Supplies	\$343.84
03/31/2024	Menards - Rochester South	shop tools	6530	\$80.19	201-43115-221-	Shop & Equipment Supplies	\$80.19
03/31/2024	Century Link	507-282-6488	6531	\$33.63	100-41940-386-201	General Government Buildings and Plant	\$33.63
03/31/2024	Minnesota Energy Resources	Rochester 03/27/2024	6532	\$268.72	100-41940-383-201	General Government Buildings and Plant	\$268.72
03/31/2024	NCPRS Group Life Ins	Chris Lien ID 1156 - April 2024	6533	\$16.00	201-41970-365-300	Insurance	\$16.00
03/31/2024	Rochester Public Utilities	2009272 - RT water only	6534	\$100.46	100-41940-382-201	General Government Buildings and Plant	\$100.46
03/31/2024	People's Energy Cooperative	Rochester Township	6535	\$263.00	100-41940-381-201	General Government Buildings and Plant	\$263.00

Date Range : 3/1/2024 To 3/31/2024

<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>
03/31/2024	People's Energy Cooperative	Cascade Township	6536	\$379.00			
					100-41940-381-200	General Government Buildings and Plant	\$379.00
03/31/2024	Waste Managememt	Cascade trash	6537	\$195.11			
					100-41940-384-200	General Government Buildings and Plant	\$195.11
03/31/2024	Column Software PBC	bids and quotes notices	6538	\$550.64			
					100-41940-351-	General Government Buildings and Plant	\$550.64
03/31/2024	Charter Communications	Cascade phone and internet	6539	\$134.98			
					100-41940-386-200	General Government Buildings and Plant	\$134.98
03/31/2024	Chris Lien	Reimbursement - kerosene. 2024 boot allowance	6540	\$363.41			
					201-43115-221-	Shop & Equipment Supplies	\$66.13
					201-41940-219-	General Government Buildings and Plant	\$297.28
03/31/2024	Pat McGowan	Reimbursement - kerosene	6541	\$52.86			
					201-43115-221-	Shop & Equipment Supplies	\$52.86
03/31/2024	Premier Bank Fees	April ACH processing fee	6542	\$15.00			
					100-41940-210-	General Government Buildings and Plant	\$15.00
Total For Selected Claims				\$19,358.47			\$19,358.47

Joint Powers Board Report		April meeting	Claims: March	
Rochester and Cascade Townships				
	Total		Rochester Township	Cacade Township
Payroll:				
Pay: Payroll Claims	\$ 17,073.76			
Deductions/ FICA /Medicare	\$ 10,253.23			
	\$ -	\$ -	\$ -	
Employee Ded HSA	\$ 1,050.00			
Total	\$ 28,376.99	\$ 14,188.50	\$ 14,188.50	
Non- Payroll Disbursements:				
Claims (52.35%/47.65%)	\$ 8,055.24	\$ 4,217.04	\$ 3,838.20	
Salt / Sand (47% / 53%)	\$ -	\$ -	\$ -	
		\$ -	\$ -	
Total Disbursements	\$ 36,432.23	\$ 18,405.53	\$ 18,026.70	
Claims List	\$ 19,358.47			
Net Pay Dist.	\$ 17,073.76			
	\$ 36,432.23			
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	\$ 46,223.91	\$ 23,301.37	\$ 22,922.54	
	\$ 46,223.91			
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		
6542	\$ 15.00	Premier
6521	\$ 66.50	Earls
6522	\$ 70.01	RDO
6523	\$ 174.57	Ronco
6524	\$ 3,624.46	Lesmeister
6525	\$ 286.98	Napa
6526	\$ 159.75	Herold
6527	\$ 63.27	Dalco
6528	\$ 828.86	diamond
6529	\$ 343.84	Reinders
6530	\$ 80.19	Menards
6538	\$ 550.64	Column
6540	\$ 363.41	Chris L
6541	\$ 52.86	Pat M
6539	\$ 134.98	C-Charter
6531	\$ 33.63	Century L
6535	\$ 263.00	R-People
6536	\$ 379.00	C-People
6534	\$ 100.46	RPU
		R-Waste
6537	\$ 195.11	C-Waste
		C-Mn En
6532	\$ 268.72	R-MN En
Total	\$ 8,055.24	
		Olm Aggr
		Skyline
Total	\$ -	Salt/Sanc
6518	\$ 1,122.41	STATE
6520	\$ 3,311.50	PERA + /
6533	\$ 16.00	NCPERS
6517	\$ 5,803.32	FED
Total Payroll	\$ 10,253.23	
Cafeteria Payments		
6519	\$ 650.00	Deferred
6516	\$ 400.00	CL HS A
	\$ 1,050.00	
Total	\$ 19,358.47	
Payroll	\$ 17,073.76	
	\$ 36,432.23	



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: _____

DESIGNED: _____ GGG

DRAWN: _____ GGG

CHECKED: _____ GGG

DATE: _____

PREPARED FOR: GENE PETERS
1320 WICKLOW LN SW
ROCHESTER, MN 55902

REG. NO.: 21940

FILE NO.: 24-040 GDP

G³

G-Cubed

14070 Hwy 52 S.E.
Chatfield, MN 55923

ENGINEERING SURVEYING PLANNING

Ph: 507.867-1666
Fax: 507.867-1665
www.ggg.to

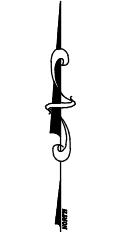
REVISED	BY	DATE
PRELIM FOR REV.	GGG	3/25/2024

OLMSTED COUNTY
ROCHESTER TOWNSHIP

WESTRIDGE HILLS
GENERAL DEVELOPMENT PLAN

SHEET 1
OF 1 SHEETS





0 200'
SCALE

- LEGEND
- WESTRIDGE HILLS
 - SCOTT KENNETH
 - ARLENE THONE
 - MEADOW PARK CHURCH OF CHRIST
 - PARK
 - OUTER BOUNDARY
 - PROPOSED LOT LINES

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: _____

DESIGNED: _____

DRAWN: _____

CHECKED: _____

DATE: _____

REG. NO. 21940

FILE NO.: 24-040 GDP

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14070 Hwy 52 S.E.
Chatfield, MN 55923

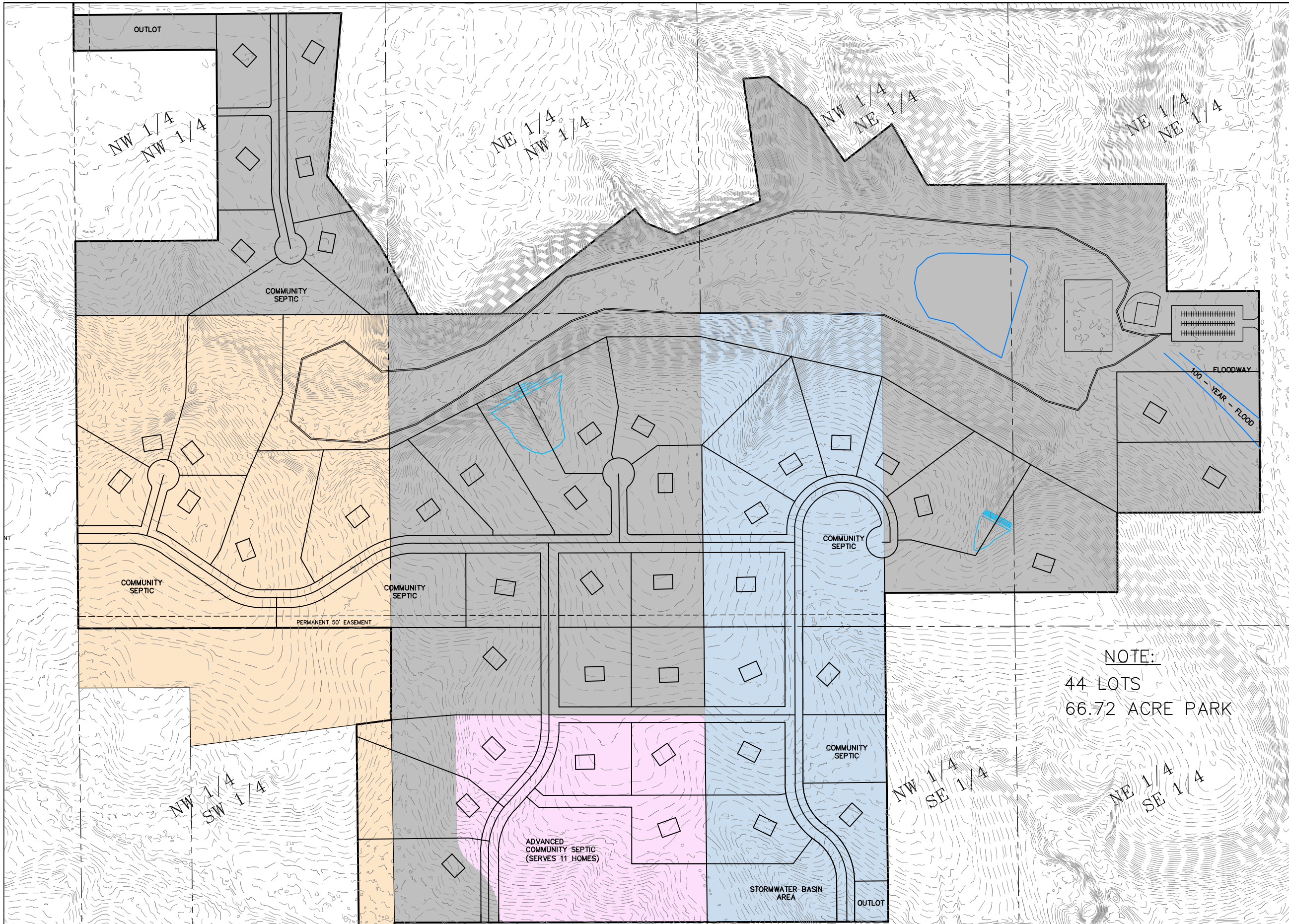
ENGINEERING
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REVISED	BY	DATE
PRELIM FOR REV.	GGG	3/25/2024

OLMSTED COUNTY
ROCHESTER TOWNSHIP

WESTRIDGE HILLS
GENERAL DEVELOPMENT PLAN

SHEET 1
OF 1 SHEETS



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- MEADOW PARK CHURCH OF CHRIST
- PARK
- OUTER BOUNDARY
- PROPOSED LOT LINES

NOTE:
44 LOTS
66.72 ACRE PARK

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: _____
GEOFFREY G. GRIFFIN
REG. NO. 21940

DATE: _____
Prepared For:
GENE PETERS
1320 WICKLOW LN SW
ROCHESTER, MN 55902
FILE NO.: 24-040 GDP

G³
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14070 Hwy 52 S.E.
Chatfield, MN 55923

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Ph. 507-867-1666
Fax 507-967-1665
www.gcg.to

DESIGNED _____ GGG
DRAWN _____ GGG
CHECKED _____ GGG

REVISED	BY	DATE
PRELIM FOR REV.	GGG	3/25/2024

OLMSTED COUNTY
ROCHESTER TOWNSHIP

WESTRIDGE HILLS
GENERAL DEVELOPMENT PLAN

SHEET 1
OF 1 SHEETS

COUNTY OF OLMSTED, MINNESOTA

LETTER OF TOWNBOARD ACTION

DATE: April 1st, 2024

TO: County of Olmsted
Rochester – Olmsted Planning Department
2122 Campus Dr. SE, Suite 100
Rochester, Minnesota 55904

RE: Report of Action by the Townboard of Rochester Township on the
Application by Bolander and Sons, LLC / Passe Rochester Farm Trust (Applicant),
Located in the NW Quarter of Section 19 TWP 106 Range 14 .

TYPE OF APPLICATION: Conditional Use Permit Floodplain / Shoreline

The Townboard of Rochester Township met on April 11th, 2024 (date) and
considered the application of Bolander and Sons, LLC / Passe Rochester Farm Trust (applicant),
on the above referred property.

The Townboard has reviewed this application and makes the following comments:

The Rochester Townboard is in support of Bolander and Sons, LLC seeking a floodplain
development permit to support their application for a CUP to operate a sand/gravel mine in the
above mentioned location. This letter does not grant approval of CUP.

Sincerely,

Clerk of Rochester Township (Signature Required)

Townboard Members (Signature Required)

DISTRIBUTION:

Planning Department: (white copy)
Townboard (canary copy)
Applicant (pink copy)

ROCHESTER TOWNSHIP 2024 REORGANIZATION MEETING

Board Members / Supervisors:

Title	Name	Elected	Next Election	Compensation (before Taxes)
Supervisor #1	Matt Kitzmann	2024	2027	\$1,127.27 / month
<ul style="list-style-type: none"> First appointed in 2019; re-elected in 2024 for three year term 				
Supervisor #2	Nathan Clarke	2022	2025	\$1,409.08 / month
<ul style="list-style-type: none"> First elected in 2022 				
Supervisor #3	Jeff Orth	2023	2026	\$1,127.27 / month
<ul style="list-style-type: none"> First elected in 1993 				
Supervisor #4	Michael Melford	2023	2026	\$1,127.27 / month
<ul style="list-style-type: none"> First elected in 2023 				
Supervisor #5	Jamie Neisen	2024	2027	\$1,127.27 / month
<ul style="list-style-type: none"> First elected in 2018; re-elected in 2024 for three year term 				
Clerk / Treasurer	Randy Staver	Appointed		\$44.76 / hour
<ul style="list-style-type: none"> Appointed in December 2019 				
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.
2024/2025 Chair – Nathan Clarke
2024/2025 Vice Chair – ?
- 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 (2nd) Thursday of each month beginning at 7:00 pm

Board Meeting Location: Rochester Town Hall, 4111 11th Ave SW, Rochester, MN

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

Official Newspaper: Rochester Post Bulletin

Official Depository: Eagle Rock Bank

Bank Accounts and Signers:

Account	Account Title	Account (Check) Signers
Eagle Rock Bank - #5320	Checking Account	Nathan Clarke, Jeff Orth, Jamie Neisen, Matt Kitzmann, Michael Melford, Randy Staver
Eagle Rock 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 \$118/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: Brad Brech

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 2024
Josef Pleticha
Arthur Handelman (chair)
Laura Laudon
Brad Lewis
Colin Patterson
Jamie Neisen (alternate)
Michael Melford (alternate)

- Meeting Date / Time: Third (3rd) 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 2024 Jeff Orth
 Matt Kitzmann
 Nathan Clarke
 Michael Melford
 Jamie Neisen

- In 2022, the Board decided to serve as the Board of Adjustment; the Zoning Ordinance language was modified and adopted accordingly at the regular board meeting held on April 13, 2023.
- Board of Adjustment matters will be taken up during the course of regular township board meetings.

Designate:

TCPA representative – Jeff Orth

Soil and Water Conservation Board member – Jeff Orth

Mileage rate – Federal Standard, currently \$67 cents per mile for 2024

JPB – Personnel Representative – Michael Melford and Matt Kitzmann

JPB – Equipment Representative – Jamie Neisen and Matt Kitzmann

Animal Control Officer – Michael Melford

Township representative for fire service – Nathan Clarke

Township representative for sheriff contract – Nathan Clarke

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	Matt@SSCleans.com
Supervisor #2 – Nathan Clarke		(507) 316-2864	clarke.nathan46@gmail.com
Supervisor #3 – Jeff Orth	(507) 289-9907	(507) 254-6358	jefforth155@aol.com
Supervisor #4 – Michael Melford		(860) 303-8221	melfordphoto@gmail.com
Supervisor #5 – Jamie Neisen	(507) 258-5215		jpneisen@yahoo.com
Clerk / Treasurer – Randy Staver		(507) 250-0867	rochestertownshipclerk@gmail.com
Dep. Clerk/Treas. – Sara Rudquist		(507) 226-4144	cascadetownclerk@outlook.com
Maint. Supervisor – Pat McGowan		(507) 250-6081	pdmcgowan@gmail.com

Rochester Township
Annual Road Tour Minutes
April 2, 2024

Meeting was called to order at 2:11 pm by Chairman Jamie Neisen.

Members present - Matthew Kitzmann, Jamie Neisen, Nathan Clarke and Jeff Orth

Guests – Pat McGowan

New Business:

Annual Road Tour –

- The meeting participants began by taking a physical tour of roads throughout the township. The group then convened at the town hall to discuss what they had seen and which roads should receive maintenance this year.
- Jamie Neisen moved to:
 - Complete the 2nd lift on Wright Road SW and 34th Avenue SW.
 - Do the first and second lift on 8th Street SW (east of 45th Avenue SW).
 - Do the first lift / reclamation on 44th Court SW.
 - Do crack fill / crack seal on Weatherhill Road SW and Westhill Drive SW.
 - Do mastigap / crack fill to the remaining section of Meadow Crossing Road SW.
 - Striping on Weatherhill Road SW.
 - Jamie continued his motion to include mastigap / crack fill / paver patch on Mayowood Hills Drive SW if the estimate is under \$50,000. If the estimate is over \$50,000, we will instead do a reclaim of Mayowood Hills Drive SW.
- Discussion occurred regarding a drainage / erosion issue in a ditch along Meadow Crossing Road. Pat will be receiving at least 2 quotes for this ditch repair.
- Matt Kitzmann seconded. All voted in favor and the motion passed.

Meeting Adjourned – Meeting was adjourned at 5:14 pm.

Respectfully Submitted,

Jamie Neisen, Chairman