

Rochester Township Supervisors Meeting
Rochester Town Hall
Thursday, May 9, 2024
7:00 PM
AGENDA

- I. Open comment period
- II. Call to order Town Board Meeting; Pledge of Allegiance
- III. Minutes of the April 11, 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. None
- VII. Old Business
 - A. 2630 Wild Rose Ln SW
 - B. Land Use Planning work group
- VIII. New Business
 - A. 8th Street speed study – public comment
 - B. Land Use Plan Amendment – RES2024_05_01
 - C. Waste Hauling – Recycling
 - D. PNP reimbursement
 - E. SLFRF annual report
- IX. Other Reports / Information Items
 - A. Information Items
 - i. Annual reorganization
 - B. TCPA Report – Jeff Orth
 - C. Planning & Zoning Commission Report
 - D. Board Chair Report
- X. Other Business
 - A. Future meetings

a. Planning & Zoning Commission – May 21, 2024 – 7:30 pm

XI. Adjourn

Rochester Township

Board Meeting Minutes

April 11, 2024

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

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

Guests – Pat McGowan, Dean Thompson, Jered Staton, Brian Mueller, Geoff Griffin, Gene Peters, Dan Pfarr and three members of the public.

Open Comments

- None.

Minutes – Jeff Orth moved to approve the minutes for the March 14, 2024. Matt Kitzmann seconded. All voted in favor and the motion passed with Jamie Neisen abstaining.

Deputy's Report –

- Deputy Dean Thompson stated that there were 30 calls for service over the last month.

Treasurer's Report –

- Treasurer Randy Staver reported. There was no unusual activity to report.
- The onsite portion of the annual audit was completed on March 28th. The report from Smith Schafer will be presented at the May board meeting.
- Randy reported that he is checking into possible State funding reimbursement for the Presidential primary election. The township may be able to recover most of the costs, which were primarily election judge wages. There is a May 1st deadline that Randy will work with. It is conceivable the township could receive as much as \$1,800 in reimbursement.
- Randy explained a billing cycle issue related to a couple of vendors. The township often does not receive a statement in time to create a payment in line with the monthly board meeting. He would like to be able to pay some of those expenses, when necessary, using the township credit card.
- Jeff Orth moved approval of the treasurer's report. Matt Kitzmann seconded. All voted in favor and the motion passed.

Rochester Township Claims – Jeff Orth moved and Nathan Clarke seconded to accept and pay Rochester Township claims #5481-5506 in the amount of \$68,733.56. All voted in favor and the motion passed. Randy was asked to follow up on how certain bills such as Charter are divided between Rochester and Cascade townships under Joint Powers.

JPB Claims – Jeff Orth moved and Nathan Clarke seconded to accept and pay Joint Powers Board claims #6516-6542 and the Rochester Township share in the amount of \$23,301.37 and a payroll share of \$14,188.50. All voted in favor and the motion passed.

Road Maintenance Supervisor Report –

- Some equipment repairs but manageable.
- Chris Lien will be out on a medical leave into August.
- Bid prices for road materials came in somewhat lower than expected.
- The new bucket comes in next week.
- Still waiting on one more bid on a road repair project.
- Pat is spending more time on preventive maintenance on vehicles with a focus on the fuel systems.

Land Use Plan Resolution –

- Will be revisited in May 2024.

2630 Wild Rose Lane SW –

- The property owner and a potential buyer are currently in litigation regarding a possible purchase. Some township individuals including Matt Kitzmann and Randy Staver have been subpoenaed to testify to certain board discussions and/or actions taken with respect to the property. The civil hearing is currently scheduled for April 15th.

Land Use Planning Workgroup –

- No new information to report.

Speed Study –

- Randy Staver distributed new speed data that has been collected for one month along 8th Street and one month along Weatherhill.
- A letter was mailed to various township residents inviting them to the May board meeting to offer input. Brandon Theobald will be present to help answer questions.

Von Wald Youth Shelter –

- Dan Pfarr, CEO with 180 Degrees, addressed the board and updated on various activities that have occurred at the shelter. They operate four shelters. They have been operating the Von Wald shelter since 2012.
- Dan spoke about some of the outreach they are doing and various program services offered. Mental health, family dynamics and high-risk behavior are examples of frequent calls for service.
- Interestingly, Dan said this is the first generation that has grown up with social media and cell phones and the trend mirrors increases in mental health issues.
- Education and life skills are another area of focus. Some residents come to the facility not even knowing what grade level they are at.
- Von Wald receives high recommendations from residents who have been in the program.
- There have been many group home closures across the state. Dan encouraged anyone interested in touring the facility and learning more about the services to contact the facility.
- Dan would like to offer an annual report to the board in April of each year.

Westridge Hills –

- Geoff Griffin and Gene Peters spoke to the potential project of 272 acres. They wished to discuss the project and the idea of donating community park space of up to 60 acres to the township. Alternatively, it could be owned by an association. The land is located south of the current township garage land.
- Gene has owned the land since 1988.
- Because of the geology, it would be difficult to install sewer and water lines. Instead, community wells and septic systems would be used. There is a large gas line that runs through the property which also complicates running sewer / water lines.
- Geoff thinks a special district is an appropriate approach.
- Matt Kitzmann said that historically townships have not been amenable to owning community parks but that attitudes have shifted.
- The GDP shows 44 lots of about 2 acres each.
- Nathan Clarke commented that the general overview is that the proposed development looks to serve a higher price point and, more philosophically, does not support the general question of lack of housing and especially affordable housing. He wants to make sure we are broad in our thinking.
- Gene Peters commented that the installation of the gas pipeline complicated development. He also stated that it is not good agricultural land. Gene also commented that the township is not set up to support affordable housing.
- Jeff Orth commented that the town board also has an obligation to support the kind of development and housing that the public wants.
- Matt Kitzmann commented that smaller lots that were available previously were not desirable until the layout was redesigned.

- Jered Staton commented that the area would need to be supported by organized utilities and public transportation before an affordable housing development would be considered feasible. There are currently no plans for the city to support this area with utilities.
- Geoff noted that the best land for affordable housing is flat whereas much of this area varies greatly in topography.
- Jered said the land is in the city urban reserve area and a special district, developed as proposed, would likely be viewed favorably by the City of Rochester.
- Geoff commented that there are extensive pedestrian trails.
- Jered suggested that the next step is for the developer to work with the city to see how amenable they are to the proposal. Special District language would need to be written for the area.
- The Board generally felt that the developer should pursue working with the city on reviewing the plan. Gene asked if the township is supportive of the concept and there was no dissention. The developer will participate in a predevelopment meeting with the city and county.

Bolander / Passe CUP –

- Based on board discussion at the previous meeting, Jered Staton visited with the principals involved in the project. Jered presented a letter the township is being asked to sign in support of Bolander and Sons LLC seeking a floodplain development permit to in turn support their application for a Conditional Use Permit. The letter does not grant approval of the CUP.
- Nathan Clarke moved to approve the request and sign the letter as presented. Jeff Orth seconded. All voted in favor and the motion passed.

Annual Reorganization –

- Randy Staver presented a draft version of the 2024 reorganization document. Edits were offered. Randy will find out what the current mower rate is.
- Matt Kitzmann moved to approve the reorganization as edited. Nathan Clarke seconded. All voted in favor and the motion passed. Nathan Clarke will assume the chair role beginning at the May meeting.

2024 Road Tour –

- Matt Kitzmann, Jamie Neisen, Nathan Clarke, Jeff Orth and Pat McGowan participated in the annual road tour on April 2nd. A summary of the tour is contained in separate minutes.
- Matt Kitzmann moved to endorse the road improvements as outlined. Nathan Clarke seconded. All voted in favor and the motion passed.

Waste Hauling – Recycling –

- Jamie Neisen wished to discuss whether the township should also add a recycling container.

- Randy commented that Aspen cannot give us a cost until we specify the size of container and frequency of pickup. Pat commented that they occasionally have larger items such as road debris but that usually goes in the trash container.
- The board asked for a quote for the smaller container and every other week and a quote for a two-yard dumpster.

Town Hall Maintenance –

- Randy Staver raised the question of any preferred townhall maintenance that might be addressed. This could include painting, carpet cleaning or other repairs or improvements. Some lot repairs were noted. Pat was asked to get a quote for chip seal on the lot. Jamie suggested that we could use some ARPA funds. Matt Kitzmann said he could pursue the carpet cleaning.

Rochester Fire Department Contract –

- Matt Kitzmann, Nathan Clarke and Randy Staver met with Chief Eric Kerska and Deputy Fire Chief Holly Mulholland on April 8th to discuss the current contract, which ends 12/31/2025. A key part of the discussion related to how the city determines the cost of fire department services. Census and household data was reviewed. The fire department will also be visiting with the other three townships (Cascade, Marion and Haverhill) in hopes of again creating a single contract for the four townships. For budgeting purposes, a new contract should ideally be in place by the fall of this year.

Lilly 4 Surety Agreement –

- Gene Peters was present to discuss the surety agreement for the road project in Lilly 4 that will serve during the warranty period. It will basically take the form of a deposit with a bank in the amount of the surety previously determined. The Board was amenable to the proposal.
- Jeff Orth moved to authorize the chair to sign the depositor agreement assuming it does not change substantively. Matt Kitzmann seconded. All voted in favor and the motion passed. This will potentially allow the developer to timely meet the deposit criteria and so the remaining funds may be returned to the developer.

Deer Population –

- Nathan Clarke wished to discuss the deer population. He suggested reaching out the DNR to see what options might be available. Jamie suggested that Arthur Handelman may have a contact. Pat also has a contact. Nathan will follow up.

Reports:

TCPA Report –

- Jeff Orth said that TCPA met earlier this week. Finances are somewhat negative YTD but activities are on track. A question was asked whether a non-elected

person can serve with TCPA. The group will need to explore a bylaws change. John Johnson will serve as chair this year but would like to retire at the end of this term.

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 on April 16th where the draft language for a solar ordinance and solar farm ordinance will be discussed.

Board Chair Report –

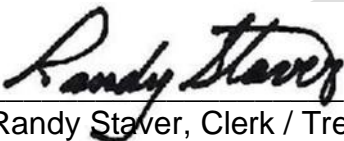
- No information to report this month.

Other Business –

- None

Meeting Adjourned – Matt Kitzmann moved to adjourn the meeting. Nathan Clarke seconded. All voted in favor and the motion passed. Meeting was adjourned at 10:31 PM.

Respectfully Submitted,



Randy Staver, Clerk / Treasurer

Nathan Clarke, Vice-Chairman

May 2024
Treasurer's Report

Period: 04/01/2024 - 04/30/2024

Accounts

Opening Balance - ONB - checking	#5320	\$ 120,000.00
Deposits	\$	952.16
Interest checking (1.00%)	\$	98.36
Checks / Withdrawals	\$	(76,142.99)
Sweep debits checking (-)	\$	(598.36)
Sweep credits checking (+)	\$	75,690.83
Ending balance checking	\$	120,000.00

Opening Balance - ONB - savings	#0201	\$ 130,000.00
Interest savings (4.35%)	\$	454.53
Sweep debits savings (-)	\$	(76,741.72)
Sweep credits savings (+)	\$	76,287.19
Ending balance savings	\$	130,000.00

Opening Balance - ONB - IntraFi	#0201	\$ 1,481,094.79
Interest ICS (4.35%)	\$	5,235.44
Sweep credits ICS (+)	\$	1,073.31
Sweep debits ICS (-)	\$	(75,913.83)
Ending balance ICS	\$	1,411,489.71

Total ONB ending balance	\$	1,661,489.71
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Adjustments - in transit	\$	551.89
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Cash Control ending balance	\$	1,662,041.60
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Total ending ONB balance	\$	1,661,489.71
- 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	\$	956,409.71

Deposits		
Cafeteria plan	\$	208.33
TCPA rent	\$	500.00
Devlp. Reimbursement - Lilly	\$	243.83
TBD	\$	-
TBD	\$	-
TBD	\$	-
TBD	\$	-
TBD	\$	-
TBD	\$	-
Total	\$	952.16

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: Apr 30, 2024
Period: Apr 01, 2024 to Apr 30, 2024
(30 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 04/30
ONB Community Checki	CK-1000005320	396.72	120,000.00
Community Savings	SV-0700000201	1,792.12	130,000.00

ACCOUNT #: CK - 1000005320 Comm Checking - Int

ONB Community Checking

ROCHESTER TOWNSHIP

Enclosures: 21

Beginning Balance as of 04/01/24	120,000.00
Deposits & Other Credits	76,741.35
Charges & Fees	0.00
Checks & Other Debits	76,741.35
Average Balance	120,000.00
Ending Balance as of 04/30/24	120,000.00

Transaction Information

Date	Check#	Description	Debit Amount	Credit Amount
04/02		Min Balance - Sweep from SV		245.83
04/11		Min Balance - Sweep from SV		6,453.60
04/12		Min Balance - Sweep from SV		2,216.44
04/15	19465075	Mobile Capture Deposit		208.33
04/15	19465080	Mobile Capture Deposit		243.83

Account #: CK -1000005320

PERIODIC STATEMENT
ROCHESTER TOWNSHIP

Apr 30, 2024

Check Information (continued)

Date	Check#	Amount	Date	Check#	Amount
04/22	10204	100.00			

* Indicates a break in the Check number order.

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
04/02	120,000.00	04/16	120,000.00	04/23	120,000.00
04/11	120,000.00	04/18	120,000.00	04/24	120,000.00
04/12	120,000.00	04/19	120,000.00	04/29	120,000.00
04/15	120,000.00	04/22	120,000.00	04/30	120,000.00

ACCOUNT #: SV - 0700000201 Community Savings

Community Savings

ROCHESTER TOWNSHIP

Enclosures: 0

Beginning Balance	
as of 04/01/24	130,000.00
Deposits & Other Credits	76,741.72
Charges & Fees	0.00
Checks & Other Debits	76,741.72
Average Balance	127,476.14
Ending Balance	
as of 04/30/24	130,000.00

Transaction Information

Date	Check#	Description	Debit Amount	Credit Amount
04/02		Minimum Balance/Sweep Adjustment Credit		244.83
04/11		Minimum Balance/Sweep Adjustment Credit		6,453.60

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
04/30/2024

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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 April 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%	\$1,481,094.79	\$1,411,489.71
TOTAL			\$1,481,094.79	\$1,411,489.71

For the Period : 4/1/2024 To 4/30/2024

<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	\$1,172,181.19	\$842.19	\$17,920.81	\$1,155,102.57	\$0.00	\$1,532.50	\$1,156,635.07
Road and Bridge	\$55,348.37	\$0.00	\$57,266.35	(\$1,917.98)	\$0.00	\$0.00	(\$1,917.98)
Federal Programs - ARPA	(\$61,477.75)	\$0.00	\$0.00	(\$61,477.75)	\$0.00	\$0.00	(\$61,477.75)
Cafeteria Fund	\$624.99	\$208.33	\$0.00	\$833.32	\$0.00	\$0.00	\$833.32
Escrow Fund - Development	\$19,525.05	\$0.00	\$0.00	\$19,525.05	\$0.00	\$0.00	\$19,525.05
General Reserves	\$670,574.25	\$5,689.97	\$0.00	\$676,264.22	\$0.00	\$0.00	\$676,264.22
Sheriff Protection	(\$12,532.72)	\$0.00	\$0.00	(\$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	\$1,728,955.77	\$6,740.49	\$75,187.16	\$1,660,509.10	\$0.00	\$1,532.50	\$1,662,041.60

<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 : 4/1/2024 To 4/30/2024

<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>
04/30/2024	GDO Law	Invoices 18786 and 18787	5507	\$1,786.05			
					100-41110-304-100-41110-315-808	Council/Town Board Council/Town Board	\$1,105.65 \$680.40
04/30/2024	Olmsted County Public Works Dept.	Various parts - March statement	5508	\$1,881.40			
					201-43138-235-	Misc Road Work	\$1,881.40
04/30/2024	Visa	May statement - McAfee software, Clear Rate telephone, ink / folders	5509	\$469.10			
					100-41110-201-	Council/Town Board	\$469.10
04/30/2024	Olmsted County	Invoice SHER-148765 - 2nd quarter	5510	\$6,080.78			
					260-42120-313-	Crime Control and Investigation	\$6,080.78
04/30/2024	Culligan of Greater Rochester	Water	5511	\$43.75			
					100-41940-229-	General Government Buildings and Plant	\$43.75
04/30/2024	People's Energy Cooperative	Electric bill for outdoor lights - April statement	5512	\$84.00			
					100-43160-386-	Street Lighting	\$84.00
04/30/2024	Randy Staver	Reimbursement for door hardware	5513	\$41.60			
					100-41940-229-	General Government Buildings and Plant	\$41.60
04/30/2024	Smith Schafer & Associates LTD	2023 Audit - progress billing - invoice 28264 and 30027	5514	\$3,950.00			
					100-41530-301-400	Accounting	\$3,000.00
					100-41530-301-400	Accounting	\$950.00
04/30/2024	Federal Government	May payroll taxes - Q2, #2	5515	\$814.15			
					100-41110-103-100-41425-103-	Council/Town Board Clerk	\$300.30 \$513.85

Date Range : 4/1/2024 To 4/30/2024

<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>
04/30/2024	State of Minnesota	May payroll taxes - Q2, #2	5516	\$69.17			
					100-41110-103-100-41425-103-	Council/Town Board Clerk	\$2.72 \$66.45
04/30/2024	PERA	April 2024 payroll deductions	5517	\$878.06			
					100-41110-103-100-41425-103-	Council/Town Board Clerk	\$517.40 \$360.66
04/30/2024	Rochester Township Cafeteria Acct	April 2024 paycheck cafeteria deposit	5518	\$208.33			
					100-41110-103-	Council/Town Board	\$208.33
04/30/2024	Empower - MN Deferred Comp Plan	April 2024 Deferred Income	5519	\$3,190.00			
					100-41110-103-102 100-41110-103-103 100-41110-100-104	Council/Town Board Council/Town Board Council/Town Board	\$1,390.00 \$700.00 \$1,100.00
04/30/2024	WHKS	Invoices 50874	5520	\$2,294.50			
					100-41110-303-	Council/Town Board	\$2,294.50
04/30/2024	Charter Communications	Invoice 175428901042124	5521	\$129.99			
					100-41940-325-	General Government Buildings and Plant	\$129.99
04/30/2024	Joint Powers Board	April claims and payroll	5522	\$38,706.47			
					201-43127-310-	Joint Powers	\$38,706.47
Total For Selected Claims				\$60,627.35			\$60,627.35

Date Range : 4/1/2024 To 4/30/2024

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

Rochester Township

Gross Pay Report

For the Period 5/1/2024 to 5/31/2024

Employee Name	Title	Gross Wages
Clarke, Nathan	Supervisor	1,217.45
Kitzmann, Matthew	Supervisor	1,217.45
Melford, Michael	Supervisor	1,217.45
Neisen, Jamie	Supervisor	1,521.81
Orth, Jeff	Supervisor	1,217.45
Staver, Randy R	Clerk/Treasurer	2,576.10
Staver, Sheila	Record Keeping	96.00

Date Range : 4/1/2024 To 4/30/2024

<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>
04/30/2024	Premier Bank	Chris Lien HSA	6543	\$400.00	320-41440-173-361	Chris Lien HSA	\$400.00
04/30/2024	Empower	Deferred income - Chris L. and Pat M.	6544	\$650.00	320-41440-175-340-41450-175-	Chris Lien HSA Pat McGowan HSA	\$250.00 \$400.00
04/30/2024	United States Treasury	May 2024 payroll taxes Q2 payment 2	6545	\$5,747.55	201-43102-171-201-43102-122-	Road Salary Road Salary	\$3,943.55 \$1,804.00
04/30/2024	PERA	May 2024 payroll contributions	6546	\$3,353.78	201-43102-121-201-43102-174-	Road Salary Road Salary	\$1,796.67 \$1,557.11
04/30/2024	MN Department of Revenue	may 2024 payroll taxes Q2 payment 2	6547	\$1,141.61	201-43102-172-	Road Salary	\$1,141.61
04/30/2024	Charter Communications	Cascade phone and internet	6548	\$134.98	100-41940-386-200	General Government Buildings and Plant	\$134.98
04/30/2024	Chris Lien	Reimbursement - chain hooks, mileage	6549	\$147.18	201-43115-221-201-43111-331-	Shop & Equipment Supplies Fuel	\$45.34 \$101.84
04/30/2024	Pat McGowan	Reimbursement - cold patch, LTAP class	6550	\$526.63	201-43115-221-201-41940-308-	Shop & Equipment Supplies General Government Buildings and Plant	\$301.63 \$225.00
04/30/2024	MN Assoc of Townships Ins Trust	Consolidated 03/01/2023 - 06/30/2024	6551	\$172.00	201-41970-361-	Insurance	\$172.00

Date Range : 4/1/2024 To 4/30/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
04/30/2024	NCPRS Group Life Ins	Chris Lien ID 1156 - May 2024	6552	\$16.00	201-41970-365-300	Insurance	\$16.00
04/30/2024	Minnesota Unemployment Insurance DE	Joshua Lien	6553	\$1,541.20	201-43102-101-	Road Salary	\$1,541.20
04/30/2024	Rochester Public Utilities	2009272 - RT water only	6554	\$73.91	100-41940-382-201	General Government Buildings and Plant	\$73.91
04/30/2024	Olmsted Medical Center	PR DOT exam - Lucas Lentz	6555	\$140.00	201-43102-305-	Road Salary	\$140.00
04/30/2024	People's Energy Cooperative	Cascade Township	6556	\$214.00	100-41940-381-200	General Government Buildings and Plant	\$214.00
04/30/2024	People's Energy Cooperative	Rochester Township	6557	\$278.00	100-41940-381-201	General Government Buildings and Plant	\$278.00
04/30/2024	Minnesota Energy Resources	Cascade 04/23/2024	6558	\$486.53	100-41940-383-200	General Government Buildings and Plant	\$486.53
04/30/2024	Waste Managememt	Cascade trash	6559	\$233.38	100-41940-384-200	General Government Buildings and Plant	\$233.38
04/30/2024	Waste Managememt	Rochester trash	6560	\$400.77	100-41940-384-201	General Government Buildings and Plant	\$400.77
04/30/2024	Prestige Plumbing	Annual Backflow Testing	6561	\$230.00	100-41940-210-200	General Government Buildings and Plant	\$230.00

Date Range : 4/1/2024 To 4/30/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
04/30/2024	Nuss Truck & Equipment	2019 Mack - DEF filter replacement and radiator replacement	6562	\$9,121.07			
					201-43116-229-103	Heavy Equipment Repairs	\$9,121.07
04/30/2024	Compass Minerals America Inc.	salt	6563	\$13,062.80			
					201-43136-216-	Salt, Sand & Hauling	\$13,062.80
04/30/2024	Skyline Salt Solutions	salt	6564	\$4,749.03			
					201-43136-216-	Salt, Sand & Hauling	\$4,749.03
04/30/2024	RDO Equipment Co	Troubleshooting codes for transmission	6565	\$931.00			
					201-43116-229-110	Heavy Equipment Repairs	\$931.00
04/30/2024	Midwest Machinery Co.	rear seal replacement for tractor mounted mower	6566	\$211.35			
					401-43116-229-111	Heavy Equipment Repairs	\$211.35
04/30/2024	CHS	Diesel for March	6567	\$2,950.28			
					201-43111-212-	Fuel	\$2,950.28
04/30/2024	Original Mechanics	wiring fix, blade cylinder, spreader motor, hydra bucket	6568	\$4,439.01			
					201-43116-229-108	Heavy Equipment Repairs	\$498.63
					201-43116-229-110	Heavy Equipment Repairs	\$677.80
					201-43115-221-	Shop & Equipment Supplies	\$212.58
					201-43116-229-115	Heavy Equipment Repairs	\$3,050.00
Total For Selected Claims				\$51,352.06			\$51,352.06

Date

Joint Powers Board Report		May meeting	Claims: April	
Rochester and Cascade Townships				
	Total		Rochester Township	Cacade Township
Payroll:				
Pay: Payroll Claims	\$ 16,261.25			
Deductions/ FICA /Medicare	\$ 10,258.94			
Unemployment Ins (Josh Lien)	\$ 1,541.20			
Employee Ded HSA	\$ 1,050.00			
Total	\$ 29,111.39	\$ 14,555.70	\$ 14,555.70	
Non- Payroll Disbursements:				
Claims (52.35%/47.65%)	\$ 20,789.05	\$ 10,883.38	\$ 9,905.67	
Salt / Sand (47% / 53%)	\$ 17,811.83	\$ 8,371.56	\$ 9,440.27	
		\$ -	\$ -	
Total Disbursements	\$ 67,712.27	\$ 33,810.63	\$ 33,901.64	
Claims List	\$ 51,451.02			
Net Pay Dist.	\$ 16,261.25			
	\$ 67,712.27			
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	\$ 77,503.95	\$ 38,706.47	\$ 38,797.48	
	\$ 77,503.95			
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		
\$ 15.00		Premier
6551 \$ 172.00		MATIT
6555 \$ 140.00		Olm Med
6561 \$ 230.00		Prestige
6562 \$ 9,121.07		Nuss
6565 \$ 931.00		RDO
6566 \$ 211.35		Midwest Machine
6567 \$ 2,950.28		CHS
6568 \$ 4,429.01		Original Mechanics
6569 \$ 93.96		Menards N
6549 \$ 147.18		Chris L
6550 \$ 526.63		Pat M
6548 \$ 134.98		C-Charter Century Link
6557 \$ 278.00		R-Peoples
6556 \$ 214.00		C-Peoples
6554 \$ 73.91		RPU
6560 \$ 400.77		R-Waste Mgt
6559 \$ 233.38		C-Waste Mgt
6558 \$ 486.53		C-Mn Energy
		R-MN Energy
Total	\$ 20,789.05	
6563 \$ 13,062.80		Compass
6564 \$ 4,749.03		Skyline
Total	\$ 17,811.83	Salt/Sand
6547 \$ 1,141.61		STATE
6546 \$ 3,353.78		PERA + Admin Fee
6552 \$ 16.00		NCPERS
6545 \$ 5,747.55		FED
Total Payroll	\$ 10,258.94	
Cafeteria Payments		
6544 \$ 650.00		Deferred Income
6543 \$ 400.00		CL HS A
	\$ 1,050.00	
Total	\$ 32,097.99	
Payroll	\$ 16,261.25	
	\$ 48,359.24	

**RESOLUTION REQUESTING LAND USE PLAN AMENDMENT
BY ROCHESTER TOWNSHIP
FOR THE EAST ½ OF SECTIONS 29 & 32**

RESOLUTION # RES2024-05-01

WHEREAS, the laws of the State of Minnesota allows counties to administer land use within each county and to approve all Land Use Plan amendments to the adopted plan within their jurisdiction; and,

WHEREAS, Olmsted County, Minnesota has adopted a Land Use Plan titled “Olmsted County General Land Use Plan”, dated 1995 and most recently amended August 16, 2022 in effect for the entire County; and,

WHEREAS, Rochester Township adopted a land use plan on August 11, 1994 with amendments on July 11, 1996 and October 13, 2016 to be in effect for Rochester Township; and,

WHEREAS, over 580 acres of land designated by Olmsted County as “Suburban Subdivision” has gone from undeveloped to having at least an approved general development plan since 2020.

NOW, THEREFORE, BE IT RESOLVED, the Rochester Town Board requests, that the East ½ of both Sections 29 and 32 T106N R14W, Olmsted County, Minnesota be considered for designation as Suburban Subdivision based on the following findings:

1. Since 2020 over 580 acres of land has been processed in Rochester Township as undeveloped suburban subdivision lands to having approved general development plans.
2. When developing lands south of 40th Street SW, Olmsted County Public Works determined that a connection to Bamber Valley Road SW needed to be shown on those plans to show how traffic patterns from the Millie Meadow Development would connect to Bamber Valley Road SW.
3. The City of Rochester and Rochester Township have had a long-standing verbal agreement that lands west of Bamber Valley Road SW would be Suburban and not Urban.

4. Of the 320 acres in east ½ of Section 29 approximately only ½ is taxed as tillable land, according to the Olmsted County GIS Maps.
5. The area in Section 29 and the northern portion of Section 32 are currently included in the Rochester Township Land Use Plan for “Potential Suburban Subdivision”.

The board understands that the County has limited the number of acres to be added for suburban growth to 200 acres per year and that approximately 40 of that has already been used in the year 2023. We also know that another portion of Rochester Township will be requested to be changed from Urban Service to Suburban Subdivision, yet this year. This request will then be limited to the balance.

Additionally, Rochester Township understands that other requests may be presented in future years and is willing to limit their request to approximately 100 acres per year starting with the most northerly parcel and working southward. The first year would be parcel number 64.29.11.047343 and the north half of parcel number 64.29.14.046405.

Submitted to the Olmsted County Board for Consideration.

Passed and adopted this 9th day of May 2024.

Attest:

Nathan Clarke, Chair

Randy Staver, Clerk

ROCHESTER TOWNSHIP 2024 REORGANIZATION MEETING

Board Members / Supervisors:

Title	Name	Elected	Next Election	Compensation (before Taxes)
Supervisor #1	Matt Kitzmann	2024	2027	\$1,217.45 / 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	\$1,521.81 / month
<ul style="list-style-type: none"> First elected in 2022 				
Supervisor #3	Jeff Orth	2023	2026	\$1,217.45 / month
<ul style="list-style-type: none"> First elected in 1993 				
Supervisor #4	Michael Melford	2023	2026	\$1,217.45 / month
<ul style="list-style-type: none"> First elected in 2023 				
Supervisor #5	Jamie Neisen	2024	2027	\$1,217.45 / month
<ul style="list-style-type: none"> First elected in 2018; re-elected in 2024 for three year term 				
Clerk / Treasurer	Randy Staver	Appointed		\$48.34 / hour
<ul style="list-style-type: none"> Appointed in December 2019 				
Deputy Clerk / Treasurer	Sara Rudquist	Appointed		\$48.34 / 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 – Michael Melford
- 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 7:30 pm at the town hall when there is business to review
- Meeting reimbursement rate: \$75 per meeting effective 7/1/2021
- * Any supervisor may serve in the alternate role if either of the two designated are not available.

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 \$0.67 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