

Rochester Township
Board Meeting Minutes
November 10, 2022

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

Guests – David Doely, Jered Staton, Roger Ihrke, Jason Kappers, Gene Peters, Mark Hanson, Pat McGowan, Dean Thompson, Bill Tointon, Brian Mueller and four members of the public.

Announcement – Matt Kitzmann wished to make some comments regarding the upcoming acknowledgement of Veterans Day and read a quote. Deputy Dean Thompson and Pat McGowan were acknowledged as veterans and thanked for their service.

Minutes – Jamie Neisen moved to approve the minutes for the October 13, 2022. Nathan Clarke seconded. All voted in favor and the motion passed.

Deputy's Report – Deputy Dean Thompson reviewed the call report of 41 calls for service.

Audio / Video System –

- David Doely from Advanced Multimedia Solutions addressed the board regarding a proposal submitted for an audio / video system. Various options and combinations were presented. The proposed system would have wireless audio as well as a large screen monitor and directional cameras. Board members asked questions about various functions and ease of operation. The system will interact with either Microsoft Teams or Zoom. A question was asked about audio and/or video recording capabilities. Recordings would be made via functions like the Zoom recording function. Mr. Doely was thanked for the information. The board will further consider the proposal.

Pavilion Estates / Rookery Lawsuit –

- Randy Staver reported that there has been no update received.

2630 Wild Rose Lane SW –

- Nathan Clarke and Jeff Orth reported and stated that some meetings have been held with the property owner and neighbors. Peter Tiede has also been involved in deliberations. The group is in process of developing an agreement. In response to a question about an appropriate timeline, there was a general feeling of two years although there could be an issue depending on when the time starts, e.g. immediate upon signing the agreement, upon sale to a new buyer, etc. We are waiting on a response from Peter regarding potential agreement language. Roger was asked his opinion as to an appropriate structural engineer that might be used. It was suggested that the same engineering firm could be used as was used for the Biermann house.

Speed Signs –

- Two speed signs were ordered and have been delivered. The signs are battery powered with solar panels for recharging. Road crew members will have an ability to download data from the signs for later analysis. Pat McGowan said that they are in process of installing the signs.

Land Use Planning Workgroup –

- Nathan Clarke reported that the group is largely formed and assembling information. Nathan reiterated the focus of the group which is to take a long view of land use and planning within the township. He listed the members and underscored the variety of experience each individual will bring.
- Brian Zmolek moved to allow Nathan to purchase a subscription to Zoom at a cost not to exceed \$200 per year to facilitate the group meeting. Jamie Neisen seconded. All voted in favor and the motion passed. Jeff Orth posed whether the meeting participants should be compensated for their time. The Planning and Zoning members participating (two) will already receive the standard \$75 per meeting.
- The question was asked whether the services of a professional planner will be needed. Gene Peters commented that the last time a planning group was created, they decided a professional planner was indeed needed and hired a local firm. The process took about two years to complete.
- Roger Ihrke commented that where discrepancies exist between the township and county plans, it would be a good idea to try to reconcile the differences with the county. The township has a fair amount of latitude in land use so long as the land use is consistent with the county plan.
- Matt Kitzmann suggested that the board may wish to budget next year if professional services will be needed.

Woodland Valley Estates Second – Final Plat –

- Roger Ihrke introduced Jered Staton as the new TCPA staff person. Jered is a

civil engineer by profession and has been at work for two weeks.

- Roger presented a map depicting the final plat map. There are very few changes from the preliminary plat and it meets criteria. The Planning & Zoning Commission voted to approve the plan 5-0 and staff recommends approval.
- A question was asked when the development agreement is created. Roger stated that the agreement is created after approval of the preliminary plat and before the first phase is started. The agreement was created prior to phase one starting.
- Brian Zmolek moved approval of the final plat. Matt Kitzmann seconded. All voted in favor and the motion passed.

Metes & Bounds – Howard Johnson & Millie Meadow Estates Third –

- Roger Ihrke presented the staff report and background information. He explained the rationale for the request which essentially subdivides one parcel into two parcels.
- Matt Kitzmann moved to approve the request. Brian Zmolek seconded. All voted in favor and the motion passed.

Pavilion Estates – Final Plat –

- Roger Ihrke stated that in the legal matter, Judge Wallace has recused herself from the case and it has gone back to Judge King largely because Judge King is more familiar with the case background.
- This item will be considered by the Planning & Zoning Commission on December 6th and the item will come to the township board on December 8th.

Snow plowing – RES2022_11_01 Mayo Woodlands Third (Glenwood Road); RES2022_11_02 Lilly Farm 3 and 4; RES2022_11_03 Millie Meadow Estates Second –

- Updated agreements from last year for providing snow plowing services were presented for the upcoming year. Mileage amounts and the amount per mile as determined by the Joint Powers Board are reflected in the agreements.
- Jamie Neisen moved approval of RES2022_11_01, RES2022_11_02 and RES2022_11_03. Nathan Clarke seconded. All voted in favor and the motion passed.

HVAC Annual Maintenance –

- Matt Kitzmann reviewed a proposal for HVAC maintenance that was prepared by Tonna Mechanical Inc. in the amount of \$570 annually. The contract would allow for two inspections during the year. Jamie Neisen moved approval to accept the services as proposed. Nathan Clarke seconded. All voted in favor and the motion passed.

- A question was asked about inspection of fire, smoke and carbon monoxide detectors as well as the AED device.

Royal Oak Farm Traffic Impact Report – RES22-01-04A –

- Jamie Neisen reported that he and Planning & Zoning members had had a chance to offer some edits to the resolution since last month. The revised document is being presented. Nathan Clarke moved approval of the report. Jamie Neisen seconded. All voted in favor and the motion passed.

Cascade / Rochester Townships Personnel Policy –

- The Joint Powers Board has drafted a revised joint personnel policy for Cascade and Rochester township staff. Jeff Orth offered additional background comments. It is being presented to the two township boards for information and comment. Jamie Neisen moved to approve the policy. Matt Kitzmann seconded. All voted in favor and the motion passed.

Investments – Reserve Funds –

- This topic is still being researched. Extra time was spent in October and November preparing for the general election which precluded time spent on this topic.

Credit Card –

- Randy Staver reported that it has been a challenge to modify the credit card limit. Premier does not handle credit cards directly and uses a third party. Application was made for a limit change but the provider thinks of the township as a business and wants to see financial statements. The request was denied. Randy will continue working on the change.

Office Equipment –

- Randy Staver reported that Olmsted County extended an offer to all townships to acquire used office equipment and furniture at no charge. Randy, Sara and road crew members were able to examine available items and selected several that will be very useful. The estimated value of the items selected, if purchased new, would easily exceed \$8,000.

Letter Received from Jeff Broberg –

- Jeff Orth reported that a letter has been received from Jeff Broberg regarding some concerns from the last meeting. Questions and issues have been addressed and many will likely be resolved with the revised personnel policy.

Biermann House –

- Roger Ihrke reported. He provided a copy of the conditional use permit resolution that the board had adopted previously. The property owner, Joe Powers, wishes to make some changes related to the number of employees and hours of operation. The number of employees was originally intended to be five and hours of operation 6:00 am to 6:00 pm. The Planning & Zoning Commission voted to approve the owner requested changes extending the hours of operation to no later than 9:00 pm and the number of employees to a maximum of 10.
- Brian Zmolek moved to accept the requested changes. Jamie Neisen seconded. All voted in favor and the motion passed.

Von Wald House / Shelter –

- Roger reported receiving phone calls from an architectural firm regarding a project to expand the number of beds from 6 to 20 beds. There was discussion whether the building has lived its life and if expansion is desired it should perhaps be physically relocated and in closer proximity to needed services that support the occupants. The board was not supportive of expanding the license from 6 to 20 beds. Matt Kitzmann moved not to support the requested expansion. Jamie Neisen seconded. All voted in favor and the motion passed.

Audio video comments –

- Matt Kitzmann wished to further discuss the audio / video proposal. Board members agreed that the proposal seemed expensive and also agreed that the current system has its downside such as difficult to hear and participate if accessing the meeting remotely. There was some discussion whether the level of increased involvement at meetings is unusually high at the moment and not the norm and what degree of sophistication is needed.
- There was some discussion as to changes that could be made to reduce the cost. An example given is that less expensive TV monitors could be purchased. The township would use ARPA funds if the decision is made to purchase.
- Discussion occurred regarding township priorities and whether this should be an advised expenditure.
- The topic was tabled and will be brought up at the annual meeting in March for discussion with residents.

Reports:

Treasurer's Report –

- Treasurer Randy Staver reported. He noted an expenditure this month of \$158,753.09 to Griffin Construction for the road project in Lilly 4.
- Brian Zmolek moved approval of the treasurer's report. Jamie Neisen seconded. All voted in favor and the motion passed.

Rochester Township Claims – Jamie Neisen moved and Nathan Clarke seconded to accept and pay Rochester Township claims #5145-5161 in the amount of \$211,046.54. The motion passed 4-0 with Jeff Orth abstaining.

JPB Claims – Jamie Neisen moved and Nathan Clarke seconded to accept and pay Joint Powers Board claims #5971-6002 and the Rochester Township share in the amount of \$25,622.77, and a payroll share of \$10,551.37. All voted in favor and the motion passed.

Road Maintenance Supervisor Report –

- Equipment is prepared and ready for winter use.
- Working on tree removal.
- Road projects are finished for the season.

TCPA Report –

- Jeff Orth reported. Roger’s plan is to continue working through March now that Jered has been hired. Conversation will continue on potential replacements for other staff. Decisions about a fourth administrative person will be put on hold due to space constraints in the TCPA office. TCPA is financially in good shape.

Board of Adjustment Report –

- No meeting this month.

Planning and Zoning Commission Report –

- Nothing reported beyond what was stated earlier.

Board Chair Report –

- Nothing else to report.

Upcoming Meetings –

- Planning and Zoning Commission – December 13, 2022 – 7:00 pm.

Meeting Adjourned – Jamie Neisen moved to adjourn the meeting. Matt Kitmann seconded. All voted in favor and the motion passed. Meeting was adjourned at 11:05 pm.

Respectfully Submitted,

Randy Staver, Clerk / Treasurer

Jeff Orth, Chairman