

Rochester Township Supervisors Meeting  
Rochester Town Hall  
**Thursday, December 14, 2023**  
7:00 PM  
AGENDA

- I. Call to order Town Board Meeting; Pledge of Allegiance
- II. Open comment period
- III. Minutes of the November 9, 2023 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. Storm water ordinances – part of subdivision discussion
  - B. Resolution – land use plan amendment (review in May)
- VII. Old Business
  - A. 2630 Wild Rose Ln SW
  - B. Land Use Planning work group
  - C. Speed study
- VIII. New Business
  - A. Designate annual polling place – RES2023\_12\_02
  - B. 2024 meeting calendar
  - C. Notice of Town Offices for Election 2024
  - D. Mayo Woodlands Third Variance Request
  - E. Snow Plowing Policy – Discussion
  - F. Lilly Farm 3 Development Agreement – Discussion
  - G. RES2023\_12\_01 – Accept Roadway
  - H. Snow plowing – RES2023\_12\_03 Woodland Valley Estates
- IX. Other Reports / Information Items
  - A. Information Items
    - i. TBD

- B. TCPA Report – Jeff Orth
- C. Planning & Zoning Commission Report
- D. Board Chair Report
- X. Other Business
- XI. Adjourn

## **Rochester Township**

### **Board Meeting Minutes**

**November 9, 2023**

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

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

**Guests** – Pat McGowan, Dean Thompson, Jerry Rutgers, Brian Mueller, Jason Kappers and three members of the public.

#### **Open Comments**

- Jerry Rutgers spoke to the board about a potential development. He understood that there is a six-month moratorium on new development which became effective on September 14, 2023. This involves 37.5 acres. Mr. Rutgers is working with city staff and adjoining property owners. It is currently zoned A-4 and he suggested it could be designated as a Special District. He is proposing 10 half acre lots. Jamie Neisen commented that the township is finalizing the subdivision ordinance which is the reason for the moratorium. Comments were generally favorable although it is premature for a decision. Jeff Orth explained some of the development steps and what sort of documentation will be needed.

**Minutes** – Nathan Clarke moved to approve the minutes for the October 12, 2023 meeting with a correction to strike a sentence in the Wild Rose Lane discussion. Michael Melford seconded. All voted in favor and the motion passed.

#### **Deputy's Report –**

- Deputy Dean Thompson stated that there were 44 calls for service.
- Jeff Orth talked about issues related to transporting animals running loose to a shelter facility. Law enforcement will not transport since they are not properly equipped. The county may be working on a county wide plan.

#### **Treasurer's Report –**

- Treasurer Randy Staver reported. There was no unusual activity to report.
- Pat McGowan talked about a potential road project where ARPA funds could be applied. The project would likely take the remaining funds and could happen as early as 2024.
- Nathan Clarke moved approval of the treasurer's report. Matt Kitzmann seconded. All voted in favor and the motion passed.

**Rochester Township Claims** – Matt Kitzmann moved and Nathan Clarke seconded to accept and pay Rochester Township claims #5398-5415 in the amount of \$40,998.42. All voted in favor and the motion passed.

**JPB Claims** – Matt asked about a garage door repair and whether it should be a Cascade versus Joint Powers expense. Matt Kitzmann moved and Michael Melford seconded to accept and pay Joint Powers Board claims #6359-6387 with the exception of claim #6377 and the Rochester Township share in the amount of \$26,674.31 and a payroll share of \$13,188.70. All voted in favor and the motion passed.

**Road Maintenance Supervisor Report –**

- Equipment is all prepped for the snow season.
- Fall maintenance is concluding including tree removal.

**Land Use Plan Resolution –**

- Jered Staton reviewed the proposed resolution that involves sections 29 and 32. Adopting the resolution preserves the ability for large lot development. The resolution would need to be approved by the County Board. The City of Rochester is opposed to the change. Jamie asked about consequences if the township waits. The county considers land use changes twice a year (January and July) and if the city puts forth a request to add the land to the suburban service area, then the township is left in a responsive position.
- Nathan Clarke and Matt Kitzmann seconded to reconsider the resolution in May 2024. All voted in favor and the motion passed.

**2630 Wild Rose Lane SW –**

- Nothing new to report this month.

**Land Use Planning Workgroup –**

- Nothing new to report this month.

**Speed Study –**

- Pat talked about areas where speed signs are in place. Data continues to be collected.
- Pat talked about speed tables he has explored that would cost about \$3,000 each. He said two would be needed.
- Nathan Clarke played some video recordings of a recent trip he had taken where some roads use speed tables.
- Jeff Orth talked about making sure that township residents are made fully aware of potential issues with sound. The township will potentially send a letter to affected homeowners.

### **2023 Road Mileage Certification –**

- Matt Kitzmann moved to certify township road miles of 29.61 miles. Nathan Clarke seconded. All voted in favor and the motion passed. Pat noted that he will be working with the county on identifying some edits for next year.

### **Westhill Drive SW –**

- Jamie discussed the recent meeting with Rochester city staff. Outright annexation was not a favorable option. A maintenance agreement was talked about where the city would be billed directly rather than billing the residents. An onsite review will take place to look at the area after which another meeting will be set up.
- There was discussion about standing water on the township side of the road and whether there should be some mitigation.

### **Subdivision Ordinance –**

- This item continues to be discussed in conjunction with the stormwater ordinance. Jered is talking to Brandon Theobald. Brandon suggested leaving the stormwater ordinance as a standalone ordinance and not include it in the subdivision ordinance.
- The final draft of the subdivision ordinance should be available next week and the Planning & Zoning Commission will discuss it at their December meeting.
- There was discussion about a potential solar panel ordinance. Various examples are being reviewed.
- Private roads were discussed and reasons for their construction and road standards.

### **RES2023\_11\_05 – Roadway Acceptance –**

- Pat discussed the criteria for road acceptance and a new road. There were some questions regarding the occupancy criteria which will be verified. A draft resolution has been created that Pat and Jered will edit for adoption next month.

### **RES2023\_11\_01 (Mayo Woodlands Third – Glenwood Road); RES2023\_11\_02 (Lilly Farm 4); RES2023\_11\_03 (Millie Meadow Estates); RES2023\_11\_04 (Woodland Vally Estates) – Snow Plowing –**

- Jeff Orth moved approval in block of all four resolutions. Michael Melford seconded. All voted in favor and the motion passed.

### **Township Park –**

- Michael Melford made a presentation regarding a township park. He focused on some Izaak Walton wetland area. He proposed that the township could endorse the idea of the adjoining home owner's association granting a conservation easement so that people could walk on the land. Michael will speak with the HOA to gauge interest. If there is interest then the township could ask our attorney to draft an appropriate resolution.

## **Reports:**

### **TCPA Report –**

- Jeff Orth reported. TCPA has joined the Chamber of Commerce which will offer another avenue to advertise for David's position. Jeff also distributed a copy of the current financial statement.

### **Board of Appeals & Adjustment Report (Township Board) –**

- There was no action requested this month.

### **Planning and Zoning Commission Report –**

- No more information other than what was provided earlier.

### **Board Chair Report –**

- No information to report this month.

### **Other Business –**

- None

### **Upcoming Meetings –**

- Joint Powers Board – November 10, 2023 – 9:00 am – Cascade Town Hall
- Planning and Zoning Commission – November 21, 2023 – 7:30 pm. CANCELLED
- Planning and Zoning Commission – December 19, 2023 – 7:30 pm.

**Meeting Adjourned** – Nathan Clarke moved to adjourn the meeting. Michael Melford seconded. All voted in favor and the motion passed. Meeting was adjourned at 10:00 pm.

Respectfully Submitted,

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Randy Staver, Clerk / Treasurer

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Jamie Neisen, Chairman

December 2023  
Treasurer's Report

Period: 11/01/2023 - 11/30/2023

**Accounts**

<b>Opening Balance - ONB - checking</b>	<b>#5320</b>	<b>\$ 120,000.01</b>
Deposits		\$ 577,859.81
Interest checking (4.00%)		\$ 98.63
Checks / Withdrawals		\$ (46,226.47)
Sweep debits checking (-)		\$ (577,259.88)
Sweep credits checking (+)		\$ 45,527.90
<b>Ending balance checking</b>		<b>\$ 120,000.00</b>

<b>Opening Balance - ONB - savings</b>	<b>#0201</b>	<b>\$ 130,000.00</b>
Interest savings (4.00%)		\$ 422.41
Sweep debits savings (-)		\$ (623,206.19)
Sweep credits savings (+)		\$ 622,783.78
<b>Ending balance savings</b>		<b>\$ 130,000.00</b>

<b>Opening Balance - ONB - IntraFi</b>	<b>#0201</b>	<b>\$ 1,135,797.34</b>
Interest ICS (4.00%)		\$ 3,721.76
Sweep credits ICS (+)		\$ 5,171.18
Sweep debits ICS (-)		\$ (45,523.90)
<b>Ending balance ICS</b>		<b>\$ 1,099,166.38</b>

<b>Total ONB ending balance</b>	<b>\$ 1,349,166.38</b>
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Adjustments	\$ 574,748.44
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<b>Cash Control ending balance</b>	<b>\$ 1,923,914.82</b>
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Total ending ONB balance	\$ 1,349,166.38
- Reserve (1/2 of Est. Bud).	\$ (500,000.00)
- Designated ARPA funds	\$ (136,361.95)
- Designated Griffin road project	\$ (98,951.82)
<b>Available to Spend</b>	<b>\$ 613,852.61</b>

Deposits

Cafeteria plan	\$ 416.66
TCPA rent	\$ 1,000.00
City of Rochester - annexation	\$ 2,214.75
Tax levy	\$ 574,228.40
TBD	\$ -
TBD	\$ -
TBD	\$ -
TBD	\$ -
TBD	\$ -
<b>Total</b>	<b>\$ 577,859.81</b>

**PROJECT**

- Westhill Drive SW - invoice for road care annually - 2023 invoices have been mailed. Rec'd \$ 5,720.00

**- Griffin Construction (restricted funds):**

Beginning balance	\$710,159.69	<u>Date Pd.</u>
Payment	(\$88,414.00)	9/6/2022
Payment	(\$318,968.03)	10/8/2022
Payment	(\$158,753.09)	11/5/2022
Payment	(\$1,838.25)	1/7/2023
Payment	(\$43,234.50)	7/21/2023
Payment	\$0.00	
<b>Current balance</b>	<b>\$98,951.82</b>	

**- ARPA Expenditures (restricted funds):**

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

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



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

**Return Service Requested**



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

**PERIODIC STATEMENT**

Date: Nov 30, 2023  
Period: Nov 01, 2023 to Nov 30, 2023  
(30 days)

Building or Remodeling? ONB offers vast expertise in construction financing,  
both commercial and residential. Contact us today! Equal Housing Lender.

Go Green and Sign Up for E-Statements!

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Your Account(s) at a Glance

Deposit Account(s)	Account #	Interest Earned YTD	Balance as of 11/30
ONB Comm Checking -	CK-1000005320	677.69	120,000.00
ONB Community Saving	SV-0700000201	32,246.77	130,000.00

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

ONB Community Checking

ROCHESTER TOWNSHIP

Enclosures: 13

Beginning Balance	
as of 11/01/23	120,000.01
Deposits & Other Credits	623,486.34
Charges & Fees	0.00
Checks & Other Debits	623,486.35
Average Balance	120,000.00
<b>Ending Balance</b>	
<b>as of 11/30/23</b>	<b>120,000.00</b>



Account #: CK -1000005320

**PERIODIC STATEMENT**  
ROCHESTER TOWNSHIP

Nov 30, 2023

Beginning Balance	
as of 11/01/23	130,000.00
Deposits & Other Credits	623,206.19
Charges & Fees	0.00
Checks & Other Debits	623,206.19
Average Balance	128,482.00
<b>Ending Balance</b>	
<b>as of 11/30/23</b>	<b>130,000.00</b>

Charges and Fees Related to Overdrafts and Returned Items

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	Total For This Period	Total Year-to-Date
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Total Overdraft Fees:	0.00	0.00
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Total Returned Items Fees:	0.00	0.00
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**Transaction Information**

Date	Check#	Description	Debit Amount	Credit Amount
11/01		Minimum Balance/Sweep Adjustment Credit		283.99
11/03		Sweep - Sweep from CK		499.99
11/06		Sweep - Sweep from CK		0.01
11/13		Minimum Balance/Sweep Adjustment Credit		6,257.05
11/14		Minimum Balance/Sweep Adjustment Credit		3,059.91
11/16		Minimum Balance/Sweep Adjustment Credit		81.00
11/20		Sweep - Sweep from CK		388.10
11/21		Minimum Balance/Sweep Adjustment Credit		639.00
11/22		Minimum Balance/Sweep Adjustment Credit		8,477.76
11/27		Sweep - Sweep from CK		2,044.75
11/29		Minimum Balance/Sweep Adjustment Credit		26,725.19
11/30		Sweep - Sweep from CK		574,228.40

ONB 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  
**11/30/2023**

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### IntraFi Cash Service<sup>SM</sup>, or ICS<sup>®</sup>, Monthly Statement

The following information is a summary of activity in your account(s) for the month of November 2023 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	4.00%	\$1,135,797.34	\$1,099,166.38
<b>TOTAL</b>			<b>\$1,135,797.34</b>	<b>\$1,099,166.38</b>

For the Period : 11/1/2023 To 11/30/2023

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$1,089,369.11	\$104,440.87	\$18,776.93	\$1,175,033.05	\$0.00	\$1,192.50	\$1,176,225.55
Road and Bridge	(\$175,441.17)	\$327,434.75	\$26,786.21	\$125,207.37	\$0.00	\$0.00	\$125,207.37
Federal Programs - ARPA	(\$61,477.75)	\$0.00	\$0.00	(\$61,477.75)	\$0.00	\$0.00	(\$61,477.75)
Cafeteria Fund	\$1,874.97	\$416.66	\$0.00	\$2,291.63	\$0.00	\$0.00	\$2,291.63
Escrow Fund - Development	\$19,525.05	\$0.00	\$0.00	\$19,525.05	\$0.00	\$0.00	\$19,525.05
General Reserves	\$621,157.75	\$25,753.18	\$0.00	\$646,910.93	\$0.00	\$0.00	\$646,910.93
Sheriff Protection	\$6,411.68	\$9,925.19	\$0.00	\$16,336.87	\$0.00	\$0.00	\$16,336.87
Fire Protection	(\$161,007.38)	\$100,252.21	\$0.00	(\$60,755.17)	\$0.00	\$0.00	(\$60,755.17)
General Capital Projects	\$47,322.58	\$13,879.75	\$0.00	\$61,202.33	\$0.00	\$0.00	\$61,202.33
Electric	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INTERNAL SERVICE FUNDS (701 through 799)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clearing	(\$1,551.99)	\$0.00	\$0.00	(\$1,551.99)	\$0.00	\$0.00	(\$1,551.99)
<b>Total</b>	<b>\$1,386,182.85</b>	<b>\$582,102.61</b>	<b>\$45,563.14</b>	<b>\$1,922,722.32</b>	<b>\$0.00</b>	<b>\$1,192.50</b>	<b>\$1,923,914.82</b>

<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 : 11/1/2023 To 11/30/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/30/2023	Visa	October statement - Epson maintenance supplies	5416	\$51.88			
					100-41110-201-	Council/Town Board	\$51.88
Total For Selected Claims				\$51.88			\$51.88

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 : 11/1/2023 To 11/30/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/30/2023	Rochester Township Cafeteria Acct	November 2023 paycheck cafeteria deposit	5417	\$208.33			
					100-41110-103-	Council/Town Board	\$208.33
11/30/2023	Visa	November statement - Printer paper	5418	\$101.62			
					100-41110-201-	Council/Town Board	\$101.62
11/30/2023	Charter Communications	Invoice 175428901112123	5419	\$129.99			
					100-41940-325-	General Government Buildings and Plant	\$129.99
11/30/2023	Olmsted County Public Works Dept.	Various parts - October statement	5420	\$3,779.45			
					201-43138-235-	Misc Road Work	\$3,779.45
11/30/2023	Crystal Lammers	Town hall cleaning	5421	\$100.00			
					100-43201-100-	Town Hall Custodian	\$100.00
11/30/2023	WHKS	Invoices 49714	5422	\$1,964.83			
					100-41110-314-817	Council/Town Board	\$247.50
					100-41110-314-816	Council/Town Board	\$544.50
					100-41110-314-804	Council/Town Board	\$628.33
					100-41110-314-805	Council/Town Board	\$247.50
					100-41110-314-808	Council/Town Board	\$198.00
					100-41110-314-807	Council/Town Board	\$99.00
11/30/2023	City of Rochester	Fire Department second half 2023	5423	\$115,989.00			
					270-42220-312-	Fire Fighting	\$115,989.00
11/30/2023	Michael Melford	Reimbursement for printing of maps	5424	\$12.50			
					100-41940-352-	General Government Buildings and Plant	\$12.50
11/30/2023	People's Energy Cooperative	Electric bill for outdoor lights - November statement	5425	\$43.00			
					100-43160-386-	Street Lighting	\$43.00

Date Range : 11/1/2023 To 11/30/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/30/2023	Joint Powers Board	November claims and payroll	5426	\$23,853.87			
					201-43127-310-	Joint Powers	\$23,853.87
11/30/2023	Federal Government	December payroll taxes - Q4, #3	5427	\$962.42			
					100-41110-103-	Council/Town Board	\$675.82
					100-41425-103-	Clerk	\$286.60
11/30/2023	State of Minnesota	December payroll taxes - Q4, #3	5428	\$82.11			
					100-41110-103-	Council/Town Board	\$1.24
					100-41425-103-	Clerk	\$80.87
11/30/2023	PERA	November 2023 payroll deductions	5429	\$870.72			
					100-41110-103-	Council/Town Board	\$479.06
					100-41425-103-	Clerk	\$391.66
11/30/2023	Empower - MN Deferred Comp Plan	November 2023 Deferred Income	5430	\$2,975.00			
					100-41110-103-102	Council/Town Board	\$1,275.00
					100-41110-103-103	Council/Town Board	\$700.00
					100-41110-100-104	Council/Town Board	\$1,000.00
Total For Selected Claims				\$151,072.84			\$151,072.84

Date Range : 11/1/2023 To 11/30/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	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 12/1/2023 to 12/31/2023

Employee Name	Title	Gross Wages
Clarke, Nathan	Supervisor	1,127.27
Kitzmann, Matthew	Supervisor	1,127.27
Melford, Michael	Supervisor	1,127.27
Neisen, Jamie	Supervisor	1,409.08
Orth, Jeff	Supervisor	1,127.27
Staver, Randy R	Clerk/Treasurer	3,513.71

Date Range : 11/1/2023 To 11/30/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/30/2023	United States Treasury	December 2023 payroll taxes Q4 payment 3	6388	\$5,571.61			
					201-43102-171-	Road Salary	\$3,830.37
					201-43102-122-	Road Salary	\$1,741.24
11/30/2023	MN Department of Revenue	December 2023 payroll taxes Q4 payment 3	6389	\$1,350.52			
					201-43102-172-	Road Salary	\$1,350.52
11/30/2023	Premier Bank	Chris Lien HSA	6390	\$331.31			
					320-41440-173-361	Chris Lien HSA	\$331.31
11/30/2023	Empower	Deferred income - Chris L. and Pat M.	6391	\$650.00			
					320-41440-175-	Chris Lien HSA	\$250.00
					340-41450-175-	Pat McGowan HSA	\$400.00
11/30/2023	PERA	December 2023 payroll contributions	6392	\$3,232.99			
					201-43102-121-	Road Salary	\$1,731.96
					201-43102-174-	Road Salary	\$1,501.03
11/30/2023	Pat McGowan	Reimbursement - mileage	6393	\$170.96			
					201-43111-331-	Fuel	\$170.96
11/30/2023	Chris Lien	Reimbursement - non-oxygenated gasoline	6394	\$3.79			
					201-43115-221-	Shop & Equipment Supplies	\$3.79
11/30/2023	Lucas Lentz	reimbursement - Non-oxygenated gasoline	6395	\$4.09			
					201-43115-221-	Shop & Equipment Supplies	\$4.09
11/30/2023	Pat McGowan	Reimbursement - torque wrench	6396	\$108.10			
					201-43115-221-	Shop & Equipment Supplies	\$108.10
11/30/2023	FastSigns	safety clothing with logo; business cards	6397	\$520.98			
					201-41940-219-	General Government Buildings and Plant	\$435.36

Date Range : 11/1/2023 To 11/30/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-41940-210-	General Government Buildings and Plant	\$85.62
11/30/2023	FORCE America Distributing, LLC	2014 Mack center console motherboard chip	6398	\$836.64			
					201-43116-229-100	Heavy Equipment Repairs	\$836.64
11/30/2023	Little Falls Machine, Inc	2014 Mack cylinder spring	6399	\$89.67			
					201-43116-229-100	Heavy Equipment Repairs	\$89.67
11/30/2023	Nuss Truck & Equipment	2016 Mack radiator fluid	6400	\$44.29			
					201-43116-229-102	Heavy Equipment Repairs	\$44.29
11/30/2023	Earl's Small Engine Repair, Inc.	chain saw repair	6401	\$387.04			
					201-43115-221-	Shop & Equipment Supplies	\$387.04
11/30/2023	Olmsted Aggregate	washed sand	6402	\$669.26			
					201-43136-217-	Salt, Sand & Hauling	\$669.26
11/30/2023	Ronco Engineering Sales, Inc.	coupler	6403	\$301.55			
					201-43115-221-	Shop & Equipment Supplies	\$301.55
11/30/2023	NAPA Auto Parts - Rochester	electrical fittings	6404	\$23.85			
					201-43115-221-	Shop & Equipment Supplies	\$23.85
11/30/2023	Towmaster	2019 and 2016 Mack curbguards	6405	\$702.00			
					201-43116-229-103	Heavy Equipment Repairs	\$351.00
					201-43116-229-102	Heavy Equipment Repairs	\$351.00
11/30/2023	RDO Equipment Co	replacement filters and blades for chipper	6406	\$530.55			
					201-43115-221-	Shop & Equipment Supplies	\$311.31
					201-43116-229-120	Heavy Equipment Repairs	\$219.24
11/30/2023	CHS	Winter blend fuel and DEF	6407	\$3,967.95			
					201-43111-212-	Fuel	\$3,967.95

Date Range : 11/1/2023 To 11/30/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/30/2023	Menards - Rochester North	screws, drip pan	6408	\$46.44	201-43115-221-	Shop & Equipment Supplies	\$46.44
11/30/2023	Menards - Rochester South	BT patch, driveway markers, tools	6409	\$284.57	201-43115-221-	Shop & Equipment Supplies	\$284.57
11/30/2023	NCPRS Group Life Ins	Chris Lien ID 1156 - December 2023	6410	\$16.00	201-41970-365-300	Insurance	\$16.00
11/30/2023	Minnesota Energy Resources	Cascade 11/20/2023	6411	\$284.67	100-41940-383-200	General Government Buildings and Plant	\$284.67
11/30/2023	Rochester Public Utilities	2009272 - RT water only	6412	\$41.00	100-41940-382-201	General Government Buildings and Plant	\$41.00
11/30/2023	People's Energy Cooperative	Rochester Township	6413	\$243.00	100-41940-381-201	General Government Buildings and Plant	\$243.00
11/30/2023	People's Energy Cooperative	Cascade Township	6414	\$172.00	100-41940-381-200	General Government Buildings and Plant	\$172.00
11/30/2023	Olmsted Medical Center	Random drug screening - Chris Lien	6415	\$99.00	201-43102-305-	Road Salary	\$99.00
11/30/2023	Waste Managemnt	Rochester trash	6416	\$422.14	100-41940-384-201	General Government Buildings and Plant	\$422.14
11/30/2023	Waste Managemnt	Cascade trash	6417	\$441.63	100-41940-384-200	General Government Buildings and Plant	\$441.63

Date Range : 11/1/2023 To 11/30/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/30/2023	Century Link	507-282-6488	6418	\$173.46	100-41940-386-201	General Government Buildings and Plant	\$173.46
11/30/2023	Minnesota Energy Resources	Rochester 11/28/2023	6419	\$452.96	100-41940-383-201	General Government Buildings and Plant	\$452.96
11/30/2023	Charter Communications	Cascade phone and internet	6420	\$132.97	100-41940-386-200	General Government Buildings and Plant	\$132.97
11/30/2023	Premier Bank Fees	December ACH processing fee	6421	\$15.00	100-41940-210-	General Government Buildings and Plant	\$15.00
Total For Selected Claims				\$22,321.99			\$22,321.99

Date

**Joint Powers Board Report**      December meeting, **Claims: Noven 6**

**Rochester and Cascade Townships**

	<b>Total</b>	<b>Rochester Township</b>	<b>Cacade Township</b>
Payroll:			
Pay: Payroll Claims	\$ 15,470.19		
Deductions & Township FICA	\$ 10,171.12		
	\$ -	\$ -	\$ -
Employee Ded HSA	\$ 981.31		
<b>Total</b>	<b>\$ 26,622.62</b>	<b>\$ 13,311.31</b>	<b>\$ 13,311.31</b>

**Non- Payroll Disbursements:**

Road Claims (51% / 49% )	\$ 10,500.30	\$ 5,355.15	\$ 5,145.15
Salt / Sand (46% / 54%)	\$ 669.26	\$ 307.86	\$ 361.40
		\$ -	\$ -
<b>Total Disbursements</b>	<b>\$ 37,792.18</b>	<b>\$ 18,974.32</b>	<b>\$ 18,817.86</b>

Claims List	\$ 22,321.99
Net Pay Dist.	\$ 15,470.19
	\$ 37,792.18

Equipment 1/12 of Amt. Budget	\$ 9,583.34	\$ 4,791.67	\$ 4,791.67
Sick Leave Escrow	\$ 175.76	\$ 87.88	\$ 87.88
Amount owed by each townsh	\$ 47,551.28	\$ 23,853.87	\$ 23,697.41
	\$ 47,551.28		
Should be 00	\$ -		

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

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

	<b>Amount</b>	
6421	\$ 15.00	Premier
6397	\$ 520.98	MN Unemployment
6398	\$ 836.64	Force
6399	\$ 89.67	Falls
6400	\$ 44.29	Nuss
6401	\$ 387.04	Earls
6403	\$ 301.55	Ronco
6404	\$ 23.85	Napa
6405	\$ 702.00	Towmaster
6406	\$ 530.55	RDO
6407	\$ 3,967.95	CHS
6408	\$ 46.44	MenardsN
6409	\$ 284.57	MenardsS
6415	\$ 99.00	Olm Med
6396	\$ 108.10	Pat M
6394	\$ 3.79	Chris L
6393	\$ 170.96	Pat M
6395	\$ 4.09	Luke L
6420	\$ 132.97	C-Charter
6418	\$ 173.46	Century Link
6413	\$ 243.00	R-Peoples
6414	\$ 172.00	C-Peoples
6412	\$ 41.00	RPU
6416	\$ 422.14	R-Waste Mgt
6417	\$ 441.63	C-Waste Mgt
6411	\$ 284.67	C-Mn Energy
6419	\$ 452.96	R-MN Energy
<b>Total</b>	<b>\$ 10,500.30</b>	
6402	\$ 669.26	Olm Aggregate
		Compass
<b>Total</b>	<b>\$ 669.26</b>	Salt/Sand
6389	\$ 1,350.52	STATE
6392	\$ 3,232.99	PERA + Admin Fee
6410	\$ 16.00	NCPERS
6388	\$ 5,571.61	FED
<b>Total Payroll</b>	<b>\$ 10,171.12</b>	
<b>Cafeteria Payments</b>		
6391	\$ 650.00	Deferred Income
6390	\$ 331.31	CL HS A
	\$ 981.31	
<b>Total</b>	<b>\$ 21,652.73</b>	
<b>Payroll</b>	<b>\$ 15,429.44</b>	
	\$ 37,082.17	



Start: 2023-11-07

End: 2023-12-06

Times: 0:00:00-23:59:59

# Volume by Speed

8th St Eastbound, EB

Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

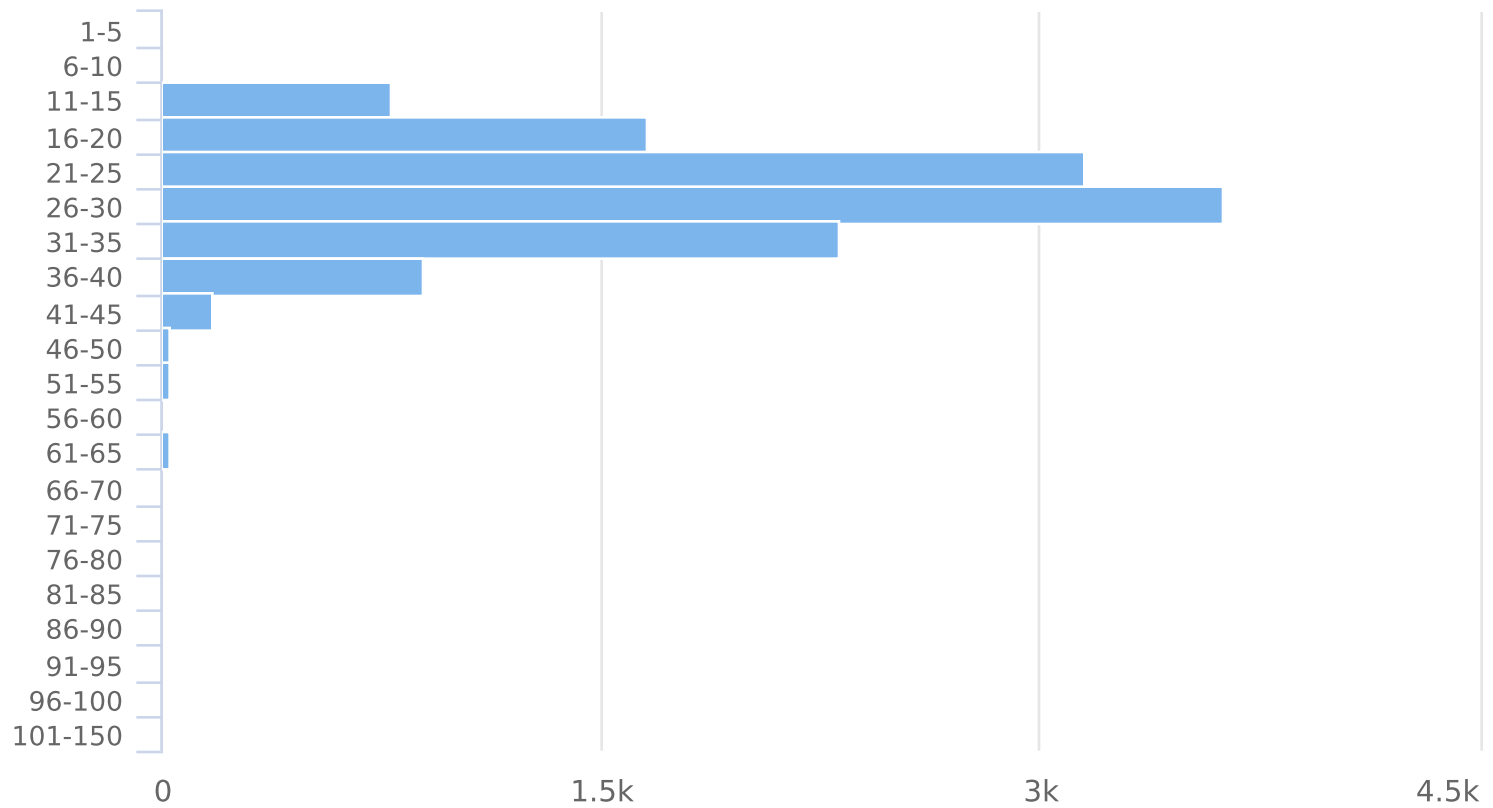
Time	1 to 5	6 to 10	11 to 15	16 to 20	21 to 25	26 to 30	31 to 35	36 to 40	41 to 45	46 to 50	51 to 55	56 to 60	61 to 65	66 to 70	71 to 75	76 to 80	81 to 85	86 to 90	91 to 95	96 to 100	101 to 150	Avg Speed	Total
0:00	0	0	7	18	17	9	6	3	0	0	0	0	0	0	0	0	0	0	0	0	0	23.0	60
1:00	0	0	6	12	9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18.4	28
2:00	0	0	0	1	2	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26.6	7
3:00	0	0	1	1	1	0	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	29.1	7
4:00	0	0	0	1	1	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27.2	5
5:00	0	0	2	2	2	2	9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	27.6	18
6:00	0	0	5	6	27	23	11	1	1	1	0	0	0	0	0	0	0	0	0	0	0	25.7	75
7:00	0	0	30	87	182	184	88	28	5	2	1	0	0	0	0	0	0	0	0	0	0	25.7	607
8:00	0	0	61	116	224	268	232	68	11	6	1	0	1	0	0	0	0	0	0	0	0	27.0	988
9:00	0	0	52	106	198	232	146	99	17	1	0	0	0	0	0	0	0	0	0	0	0	27.2	851
10:00	0	0	54	112	222	271	149	59	22	2	2	0	0	0	0	0	0	0	0	0	0	26.6	893
11:00	0	0	54	117	233	259	182	70	17	4	0	0	0	0	0	0	0	0	0	0	0	26.7	936
12:00	0	0	81	149	272	345	221	101	23	2	0	0	0	0	0	0	0	0	0	0	0	26.6	1194
13:00	0	0	76	150	288	320	247	94	16	0	0	0	0	0	0	0	0	0	0	0	0	26.5	1191
14:00	0	0	64	96	239	248	137	63	14	6	0	0	0	0	0	0	0	0	0	0	0	26.4	867
15:00	0	0	47	132	202	273	154	55	15	2	1	0	0	0	0	0	0	0	0	0	0	26.4	881
16:00	0	0	66	139	249	298	172	83	13	1	1	0	0	0	0	0	0	0	0	0	0	26.4	1022
17:00	0	0	65	158	317	354	176	78	11	0	0	0	0	0	0	0	0	0	0	0	0	26.0	1159
18:00	0	0	47	92	170	184	134	27	6	3	0	0	0	0	0	0	0	0	0	0	0	25.9	663
19:00	0	0	18	50	111	123	93	28	1	0	0	0	0	0	0	0	0	0	0	0	0	26.6	424
20:00	0	0	16	42	87	100	63	11	0	0	0	0	0	0	0	0	0	0	0	0	0	25.9	319
21:00	0	0	15	39	57	62	53	11	0	0	0	0	0	0	0	0	0	0	0	0	0	26.0	237
22:00	0	0	10	20	32	48	18	9	0	0	0	0	0	0	0	0	0	0	0	0	0	25.5	137
23:00	0	0	9	12	14	16	22	3	0	0	0	0	0	0	0	0	0	0	0	0	0	26.1	76
Total	0	0	786	1658	3156	3624	2318	893	173	30	6	0	1	0	0	0	0	0	0	0	0	26.4	12645



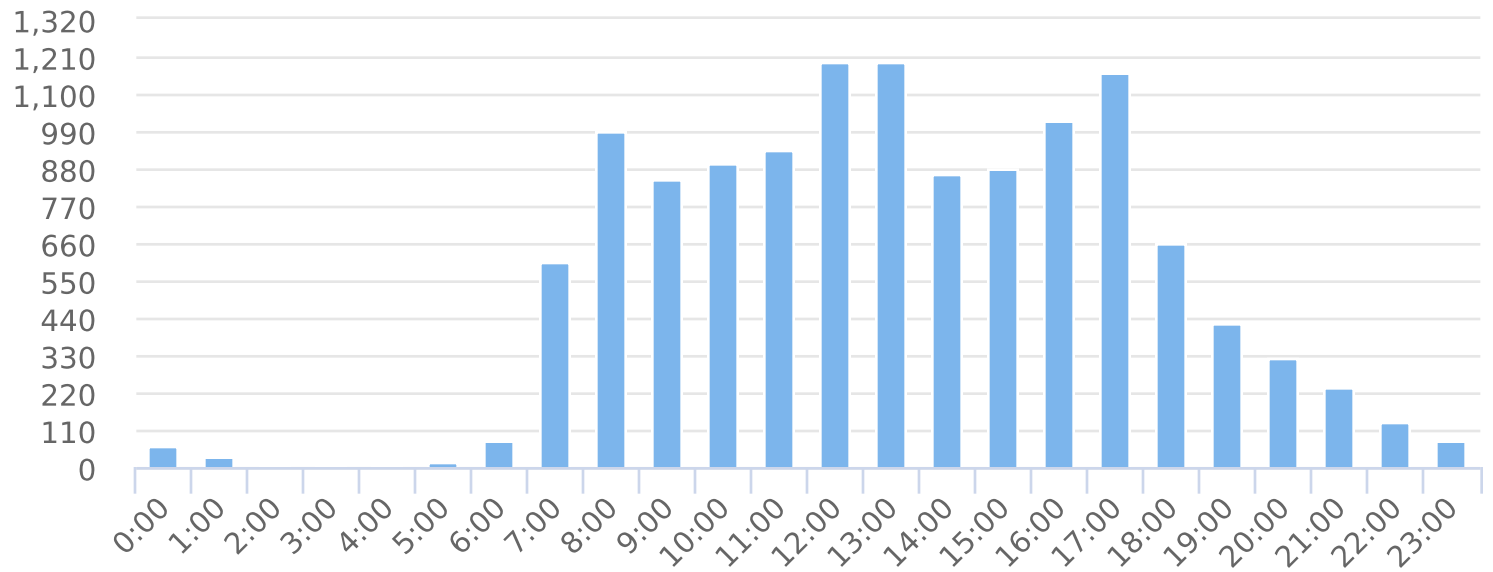
Start: 2023-11-07  
End: 2023-12-06  
Times: 0:00:00-23:59:59

Speed Bins: Size 5, Range 1 to 150  
Time View: By Hour (Total Volumes)

Total Volume by Speed Distribution



Volume over Time







Start: 2023-11-07

End: 2023-12-06

Times: 0:00:00-23:59:59

Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

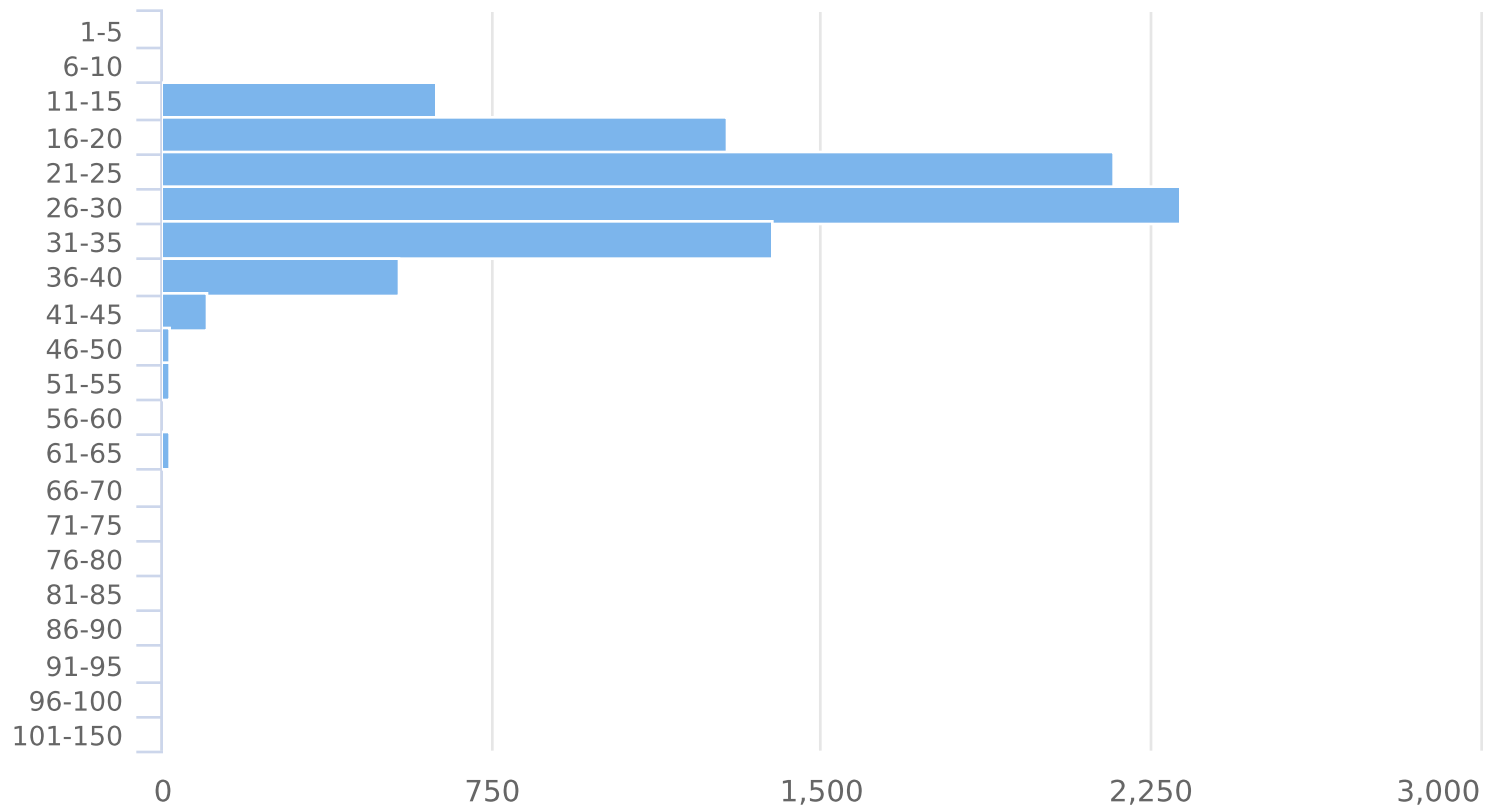
Time	1 to 5	6 to 10	11 to 15	16 to 20	21 to 25	26 to 30	31 to 35	36 to 40	41 to 45	46 to 50	51 to 55	56 to 60	61 to 65	66 to 70	71 to 75	76 to 80	81 to 85	86 to 90	91 to 95	96 to 100	101 to 150	Avg Speed	Total
0:00	0	0	7	16	15	7	5	3	0	0	0	0	0	0	0	0	0	0	0	0	0	22.8	53
1:00	0	0	6	11	9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18.4	27
2:00	0	0	0	1	2	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26.2	6
3:00	0	0	0	0	0	0	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	37.5	4
4:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0
5:00	0	0	0	0	2	2	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	30.1	11
6:00	0	0	1	1	1	3	3	0	1	1	0	0	0	0	0	0	0	0	0	0	0	28.8	11
7:00	0	0	29	65	132	135	57	17	4	2	1	0	0	0	0	0	0	0	0	0	0	25.3	442
8:00	0	0	37	83	156	181	153	53	6	6	1	0	1	0	0	0	0	0	0	0	0	27.1	677
9:00	0	0	49	91	153	164	87	54	12	1	0	0	0	0	0	0	0	0	0	0	0	26.1	611
10:00	0	0	47	90	147	178	75	31	12	1	1	0	0	0	0	0	0	0	0	0	0	25.6	582
11:00	0	0	38	87	160	169	111	37	11	3	0	0	0	0	0	0	0	0	0	0	0	26.1	616
12:00	0	0	57	105	188	202	128	59	16	1	0	0	0	0	0	0	0	0	0	0	0	26.1	756
13:00	0	0	57	121	196	226	157	59	10	0	0	0	0	0	0	0	0	0	0	0	0	26.1	826
14:00	0	0	52	81	159	154	84	40	8	4	0	0	0	0	0	0	0	0	0	0	0	25.7	582
15:00	0	0	34	103	125	156	80	32	9	0	0	0	0	0	0	0	0	0	0	0	0	25.5	539
16:00	0	0	56	100	153	165	86	52	8	0	1	0	0	0	0	0	0	0	0	0	0	25.6	621
17:00	0	0	51	123	204	193	90	44	5	0	0	0	0	0	0	0	0	0	0	0	0	25.1	710
18:00	0	0	45	73	120	117	93	22	2	2	0	0	0	0	0	0	0	0	0	0	0	25.3	474
19:00	0	0	18	45	89	83	68	14	0	0	0	0	0	0	0	0	0	0	0	0	0	25.8	317
20:00	0	0	14	32	69	79	42	6	0	0	0	0	0	0	0	0	0	0	0	0	0	25.5	242
21:00	0	0	13	34	50	51	37	7	0	0	0	0	0	0	0	0	0	0	0	0	0	25.5	192
22:00	0	0	9	18	29	43	13	7	0	0	0	0	0	0	0	0	0	0	0	0	0	25.2	119
23:00	0	0	8	10	12	10	15	1	0	0	0	0	0	0	0	0	0	0	0	0	0	25.1	56
Total	0	0	628	1290	2171	2321	1393	540	105	21	4	0	1	0	0	0	0	0	0	0	0	25.8	8474



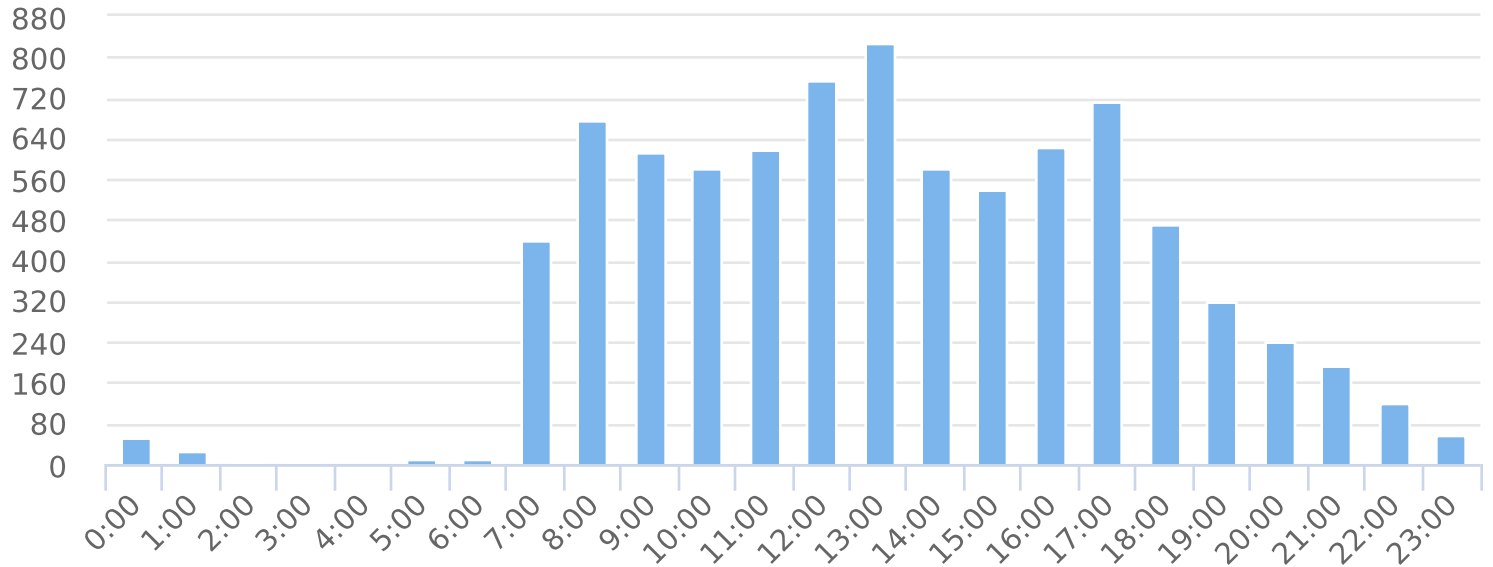
Start: 2023-11-07  
End: 2023-12-06  
Times: 0:00:00-23:59:59

Speed Bins: Size 5, Range 1 to 150  
Time View: By Hour (Total Volumes)

Total Volume by Speed Distribution



Volume over Time



**ROCHESTER TOWNSHIP, OLMSTED COUNTY**

**RESOLUTION DESIGNATING ANNUAL POLLING PLACE  
RESOLUTION NO. 2023\_12\_02**

**WHEREAS**, it is important that citizens exercise their right to vote at their local polling place and;

**WHEREAS**, Minn. Stat. § 204B.16 requires the town board to designate its local polling place for elections annually;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of Rochester Township, Olmsted County, Minnesota, does hereby designate Rochester town hall at 4111 11<sup>th</sup> Avenue SW, Rochester, in Olmsted County as its polling place for 2024.

**BE IT FINALLY RESOLVED**, that the township notify residents of this designation by following the requirements of Minn. Stat. § 205.16.

Supervisor Jeff Orth	Yes_____	No_____	Other_____
Supervisor Michael Melford	Yes_____	No_____	Other_____
Supervisor Nathan Clarke	Yes_____	No_____	Other_____
Supervisor Jamie Neisen	Yes_____	No_____	Other_____
Supervisor Matthew Kitzmann	Yes_____	No_____	Other_____

Adopted this 14<sup>th</sup> day of December, 2023.

By the Board

\_\_\_\_\_  
Township Board Chair

Attest

\_\_\_\_\_  
Township Clerk

# Rochester Township

4111 11<sup>th</sup> Avenue SW, Rochester, MN 55902 ~ 507-282-6488

## 2024 Town Board Meeting Schedule

Thursday, January 11, 2024	7:00 pm	Town Hall	Regular Monthly Meeting
Thursday, January 25, 2024	7:00 pm	Town Hall	Board of Audit and Budget (tent.)
Friday, January 26, 2024	8:00 am	Rochester	JPB Quarterly Meeting
Thursday, February 8, 2024	7:00 pm	Town Hall	Regular Monthly Meeting
Tuesday, March 14, 2024	7:00 pm	Town Hall	Regular Monthly Meeting
Tuesday, March 12, 2024	5:00 – 8:00pm	Town Hall	Annual Township Election
Tuesday, March 12, 2024	8:00 pm	Town Hall	Annual Township Meeting
Tuesday, March 12, 2024	9:00 pm	Town Hall	Board of Canvass
Monday, March 25, 2024	2:30 pm	Town Hall	Annual Road Tour (tent.)
Friday, April 5, 2024	8:00 am	Cascade	JPB Quarterly Meeting (Bids)
Thursday, April 11, 2024	7:00 pm	Town Hall	Regular Monthly Meeting and Re-organization Meeting
Thursday, May 9, 2024	7:00 pm	Town Hall	Regular Monthly Meeting
Thursday, June 13, 2024	7:00 pm	Town Hall	Regular Monthly Meeting
Thursday, July 11, 2024	7:00 pm	Town Hall	Regular Monthly Meeting
Friday, July 19, 2024	8:00 am	Rochester	JPB Quarterly Meeting
Thursday, August 8, 2024	7:00 pm	Town Hall	Regular Monthly Meeting
Thursday, September 12, 2024	7:00 pm	Town Hall	Regular Monthly Meeting
Thursday, October 10, 2024	7:00 pm	Town Hall	Regular Monthly Meeting
Friday, November 1, 2024	8:00 am	Cascade	JPB Quarterly Meeting (Budget)
Thursday, November 14, 2024	7:00 pm	Town Hall	Regular Monthly Meeting
Thursday, December 12, 2024	7:00 pm	Town Hall	Regular Monthly Meeting

Check the township website for updates.

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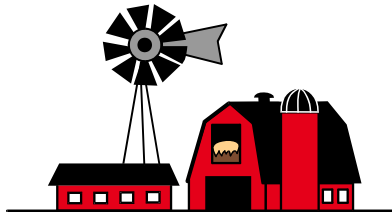
The Planning and Zoning Commission generally meets the 3<sup>rd</sup> Tuesday of each month at 7:30 pm as needed. Notice of actual meetings will be published in the Legal ads of the Rochester Post Bulletin

Notice is hereby given by the Town Clerk of Rochester Township, Olmsted County, Minnesota, that filing for the office of Town Supervisor to fill two Supervisor positions will open Tuesday, January 2, 2024, and close at 5:00 pm on Tuesday, January 16, 2024. You must file for Supervisor Seat 1 or Seat 5, both of which are three-year terms. You may file by contacting the town clerk at Rochester Township Hall, 4111 11<sup>th</sup> Avenue SW, Rochester, MN 55902, by calling the clerk at (507) 282-6488, or by checking the township website at [www.rochester-township.com](http://www.rochester-township.com), where you can find the Affidavit of Candidacy. Filing can also be done in person at the Rochester Town Hall from 10:00 am to noon on Saturday, March 9, 2024 or from 1:00 pm to 5:00 pm on Tuesday, January 16, 2024. The filing fee is \$2.00. The election is held on March 12, 2024.

# TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

4111 11<sup>th</sup> Avenue SW Room 10  
Rochester, MN 55902

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



David H. Meir, Administrator  
Jered Staton, Administrator

david@tcpamn.org  
jered@tcpamn.org

-- TCPA --

Date: 11/28/2023

Re: Variance Request, Section 17 - Rochester Township.

To: Rochester Township Board of Adjustment  
Clark Development, LLC

Owner/Applicant: Clark Development, LLC – 3929 South Shore Lane SW, Rochester, MN 55902

Public Hearing: On Thursday, December 14th, 2023, after 7:00 pm the Rochester Township Board of Adjustment will hold a public hearing at the Rochester Township Town Hall, 4011 11<sup>th</sup> Ave SW, Rochester, MN 55902, regarding:

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

Location: Lots 4, 10, 12, 13, and 15-20, Block 2, Mayo Woodlands Third

Zoning: Mayo Woodlands Special District

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

Review List: Olmsted County Planning Department      Rochester Community Development

Attachments: Application      Maps

Ordinance: **Mayo Woodlands Special District**

## **B. Land Use and Zoning Regulations**

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

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

**Analysis:**

The 10 lots subject to this variance are in Block 2 of the Mayo Woodlands Third subdivision. The existing use of the property is single family residential development.

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

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

All lots subject to this variance are owned by Clark Development, LLC and are currently vacant.

**Purposed and Intent: Section 1.02 PURPOSE AND INTENT:**

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

**Section 4.08 VARIANCES:**

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

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

Findings of Fact: *Staff comments in italics.*

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

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

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



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

*The exhibit submitted by the applicant shows that each lot requesting the variance contains greenspace beyond the lot's rear property line. This greenspace affords an additional buffer to the requested 25' setback. The revised setback would afford a distance of at least ~55' between a dwelling and a public ROW and at least ~95' between two dwellings.*

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

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

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

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

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

*The applicant has communicated that by affording these lots the same rear yard setback as required of an R-1 district, will alleviate the hardship. Granting the variance will create a larger buildable area giving the property owner more architectural options.*

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

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

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

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

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

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

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

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

*The applicant has communicated that potential property owners are finding it difficult to place a suitable home in the current buildable area. For this particular hardship there does not appear to be another feasible method to alleviate the need for a variance.*

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

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

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

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

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

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

**Conclusion:**

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

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

**TOWNSHIP COOPERATIVE PLANNING ASSOCIATION**

**TCPA**  
4111 11th Avenue SW  
Room 10  
Rochester, MN 55902

**VARIANCE  
APPLICATION**

PH: 507-529-0774  
FX: 507-281-6821  
EM: mail@tcpamn.org  
WEB: www.tcpamn.org

TOWNSHIP: Rochester DATE: 11/27/2023

PROPERTY OWNER: Clark Development, LLC. PHONE #: (507) 254-1414

PROPERTY ADDRESS: See attached exhibit

CITY: Rochester STATE: MN ZIP: 55904

PROPERTY PARCEL #: See attached ex. (Lots 4, 10, 12, 13 and 15-20, Block 2, Mayo Woodlands Third)

**VARIANCE DESCRIPTION & REASON FOR VARIANCE REQUEST:**

This variance request is to Section B.f. of the Mayo Woodlands Special District (MW-Special District) pertaining to the 40' rear yard setback, reducing to the standard 25'. The shallow nature of the lots coupled with the 40' rear yard setback significantly restricts the buildable area and options for building layout/design as seen in the attached exhibit.

**EXISTING USE OF PROPERTY:**

The existing use of the property is for single family residential development (Mayo Woodlands Third subdivision).

**HAS A VARIANCE BEEN SOUGHT FOR THIS PROPERTY BEFORE?:**

☐ - YES ☒ - NO

IF SO WHEN?: N/A

APPLICANT SIGNATURE: 

FILING FEE: \_\_\_\_\_

SIGNATURE DATE:

11/27/2023

APPLICATION COMPLETE DATE:

\_\_\_\_\_(TCPA)

60-DAY DATE:

\_\_\_\_\_(TCPA)

**VARIANCE QUESTIONS:** (Answer all of the following questions. Use a separate sheet if necessary.)

A variance may be granted only when the you can establish that there are practical difficulties in complying with the zoning ordinance. Economic considerations do not constitute practical difficulties. For the Board of Adjustment to grant your variance you must provide evidence that all of the following facts and conditions exist;

- 1) Explain and illustrate that there are extraordinary conditions or circumstances, like an irregular or especially narrow or shallow lot, or exceptional topographical or physical conditions, which are peculiar to your property and that do not exist on other lots or land in your same neighborhood or zoning district. Provide an aerial map/drawing to illustrate.

The Mayo Woodlands Third cluster lots with access off of Mayo Prairie Ln SW and Wildflower Ln SE average 1/2 acre per lot and abut dedicated greenspace areas as seen in the attached exhibit. These lots are served by a community septic which allows for the <2 acre lot size. The median lot depth of the cluster lots is ~170 foot compared to the ~370 foot median lot depth of the estate lots in MW3. The lot depth of the cluster lots paired with a 30-foot front yard and 40-foot rear yard setback severely restricts the buildable area and as a result, dwelling layout/architectural options.

**COMPLETE BOTH SIDES OF THIS APPLICATION**

VARIANCE QUESTIONS: - continued

- 2) Explain and provide reasoning that the above extraordinary conditions or circumstances are unique to your property and that the circumstances or conditions were not created by you.

The MW3 cluster lots were platted with adequate lot depth assuming a standard 25-foot rear yard setback is applied. The MW-Special District 40-foot rear yard regulation was intended to be enforced where cluster lots abutted other cluster lots to provide additional real estate between homes to mitigate an urban feel/style of development. Since adoption of the MW-Special District in 2001, a significant design revision has been made with the development of Mayo Woodlands Fourth, substantially increasing dedicated greenspace and decreasing lot density.

- 3) Explain why the variance is necessary to overcome practical difficulties in complying with the zoning ordinance so that your property can be used in a reasonable manner not permitted by the ordinance.

Granting of the variance reducing the 40-foot rear yard setback to 25 feet lifts the restriction of buildable area within the cluster lots and significantly eases owner-architect and builder dwelling design/layout considerations. The intended use as a result of this variance request are harmonious with Township standards.

- 4) Explain how the variance will not be detrimental to the general public welfare or negatively affect your neighbors property value or their enjoyment of their property and that the variance will not alter the character of your neighborhood or area.

The variance request reduces the rear yard setback 15 feet to the standard 25-foot rear yard setback as required in the Township. Application and enforcement of a 25-foot rear yard setback will not be detrimental to the general welfare of the public or negatively affect neighboring property values and use or enjoyment of other properties in the neighborhood. This variance allows for the same rear yard setback standard to be applied and enforced on the cluster lots as evident in other areas of the Township.

- 5) Explain why there is no alternative to your request. And if there are alternatives explain why those alternatives are not worthy of consideration.

The alternative to this request is making no action. As a result of making no action in this case, owners/architects/builders will be restricted to undesirable dwelling/architectural designs to fit within a smaller buildable window. A 15-foot reduction of a 40-foot rear yard setback to meet the Township standard 25-foot requirement appears to be the most logical solution with no obvious disadvantages.

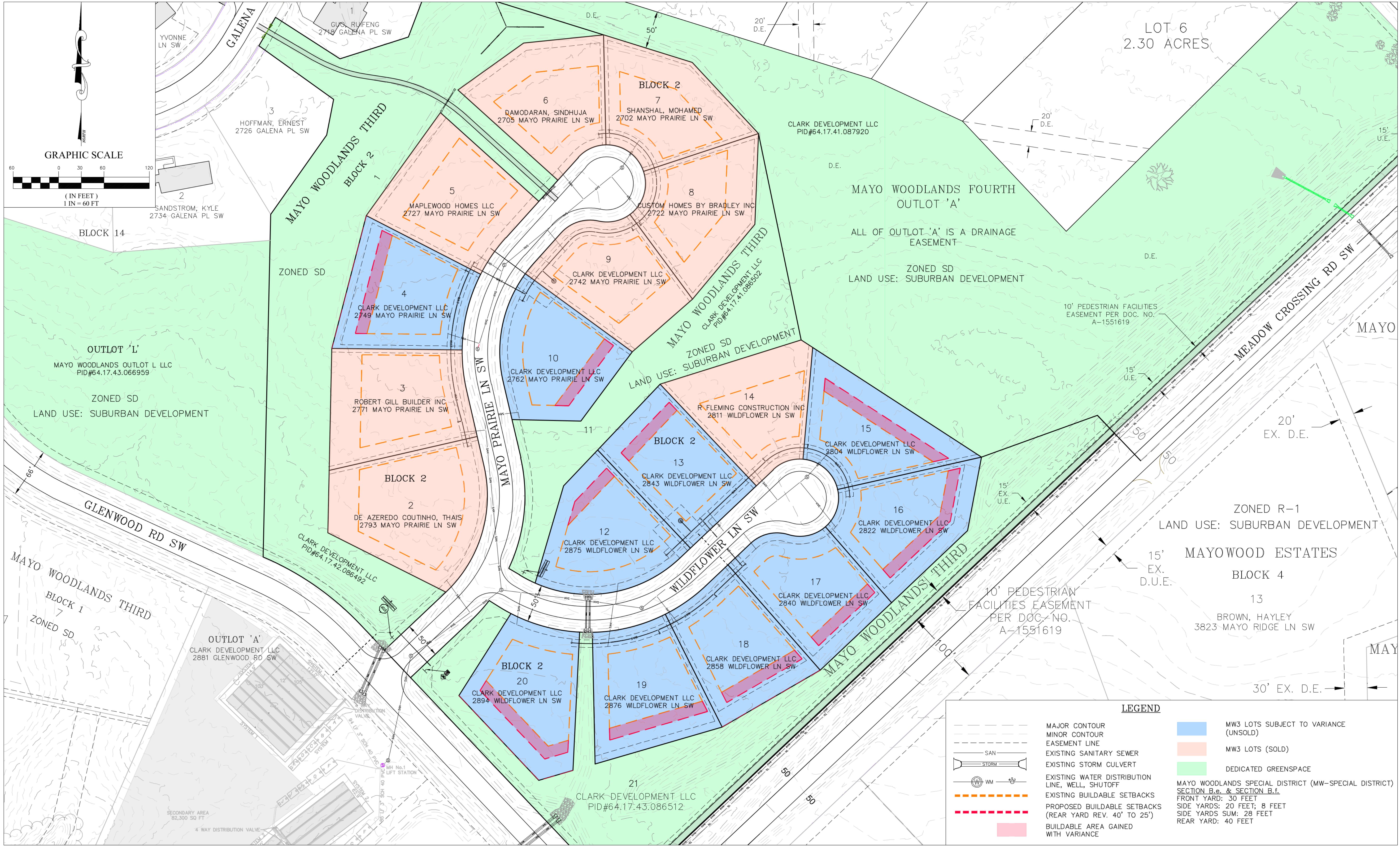
You must provide a site plan for your proposed variance showing the following:

- Entrance and exit driveway(s).
- All structures on your property showing distances from lot lines, septic and well and other structures.
- If this a setback variance—show where the proposed structure will be located.

This Variance application will be considered incomplete and no action will be taken until the TCPA office is in receipt of; a.) this completed application form; b.) the site plan; c.) the filing fee.

**COMPLETE BOTH SIDES OF THIS APPLICATION**







# Snow and Ice Control

The City of Rochester's Public Works Department operates a fleet of snow plows that works to clear over 500 miles of roads, 9 miles of alleys, 544 cul-de-sacs, 40 miles of sidewalks and bike paths within the city limits of Rochester. This is no easy task and is a balance of safety, economics, timing and expectations. Effective snow removal creates safer roads for the traveling public and provides access for emergency vehicles during the winter snow and ice season.

## WHAT TO EXPECT FOR CLEARING CITY STREETS

Prioritization of snow removal operations increases efficiency and provides a systematic approach to snow removal throughout the City of Rochester. Streets in Rochester are categorized as follows:

- Priority 1: Arterial and collector roads  
High-traffic main roadways with a high traffic volume and higher probability of accidents. These are also critical to provide access for emergency services.
- Priority 2: Local roads, transit routes, schools, and hills  
Main residential through streets with lead to arterial and collector roads as well as city transit routes, steep hills and areas around schools.
- Priority 3: Cul-de-sac streets, alleys and dead ends  
These streets have the lowest traffic volume.
- *Coming soon: map of street priority designations*

The amount of time it takes to clear streets is dependent upon the amount of snow we receive.

- Less than 2" of snow: A partial plow event that typically takes 8 hours
  - Priority 1 roads are cleared
  - Priority 2 roads are cleared
  - Roads are not cleared to full width
  - Partial crew of operating 21 plow trucks, 2-3 pick-up trucks and two sidewalk machines
- Snow events of more than 4": A full plow event that typically takes 12 hours
  - Priority 1 roads are a priority to clear during the snow event
  - Priority 2 roads are a priority to clear during the snow event
  - Priority 3 roads/areas are cleared after the snow event ends
  - Roads are cleared to the full width
  - A full crew operating 28 plow trucks, 4 graders, 5 loaders, 3 one-ton trucks to clear cul-de-sacs, 2-3 pick-up trucks, and 2 sidewalk machines.

- Snow removal from Central Business District (CBD)
  - Snow typically needs to be hauled out of the CBD after individual snowfalls in excess of 3" or after multiple smaller snowfalls. This work is done once all other streets have been cleared to their full width and typically takes 2-4 days to complete, depending on accumulation.

### Use of salt and sand on City streets

The excessive use of salt has major environmental impacts. Not only can salt harm grass and other landscaping, stormwater runoff will carry deicing salts to nearby waterways where it will be a pollutant. It only takes one tablespoon of salt to permanently contaminate 5 gallons of water. Thus, salt is used sparingly on main roads and at main intersections to allow safe passage. The effectiveness of salt when the pavement surface temperature is below 15°F is dramatically reduced. The use of a salt-sand mixture also has many implications associated with its use. Any salt-sand mix that gets placed on streets has to get swept up by City crews each spring. This requires a lot of manpower, equipment and results in real costs. Salt-sand mix is typically used in low temperatures or where traction is needed such as hills, sharp curves and intersections.

Why does the city pre-treat roads with a salt-brine solution? Click here for a [video on why this pre-treatment is an effective tool](#). (Note: The City of Rochester only uses liquid brine before a storm, not during or after a storm. Historically we have found it to create more icy spots rather than melting ice.)

## PARKING ON CITY STREETS IN WINTER

**Alternate side parking is in effect from October 1 to May 1 from 2am to 3pm.**

These restrictions apply to city-wide. On even calendar days, vehicles can park on the even side of the street. On odd days, vehicles can park on the odd side of the street. Vehicles parked in a cul-de-sac must follow alternate side parking. [Click here to learn more about parking in winter on City Streets](#)

**Street parking in the Central Business District (CBD)** is restricted to facilitate the plowing and removal of snow during designated snow events. All parking restrictions will be posted on impacted meters and drivers are responsible for adhering to the restrictions. [Click here for a map of the impacted areas](#).

## CONCERNS RELATED TO CITY SNOW PLOWS

**The snow plow has not cleared the street after a storm**

Please contact the Street Maintenance Division. [Click here for contact information](#).

**City plow has damaged the boulevard or mailbox**

Mailbox damage is an unfortunate consequence of snowplowing. The public works department will inspect each mailbox damage claim. [Click here for contact information](#).

- If there is physical evidence that the mailbox was struck by a plow (as confirmed by city staff), the property owner has two options:

- The city will replace the mailbox with a standard mailbox and (if necessary) a 4x4 decay resistant post in conformance with USPS guidelines.
  - The owner can replace the mailbox and/or post and the city will reimburse up to the amount listed in the current fee schedule. The new mailbox and installation shall comply with USPS guidelines.
- Plow operators make every effort to avoid damage to boulevard areas while performing snow removal. The boulevard area on most streets is part of the City right-of-way which extends approximately 10 to 15 feet behind the curb. The intent of the right of way is to provide room for snow storage, utilities and sidewalks. Lawns that are scraped or gouged by City equipment will be repaired by top dressing and seeding. Other items in the right-of-way including landscape timbers, shrubs, flowers, other landscaping, sprinkler heads, etc. will not be repaired by the City. Boulevard damage must be reported by May 15, annually. [Click here for contact information.](#)

### **The snow plow damaged or spilled the garbage/recycling container**

Per City ordinance, “containers shall be placed adjacent to but not in the traveled portion of the right of way”. Containers should be placed in the driveway or boulevard and promptly removed once collected (within 24 hours of collection). It is the responsibility of the resident to make sure containers are located so as to not interfere with snow removal. Damaged or tipped over containers as a result of improper placement are not the responsibility of the City to repair or cleanup.

## **STREETS CLEARED BY OTHER ENTITIES**

Not all roads within the City of Rochester are the responsibility of city plows to clear. The list below clarifies jurisdiction over some of the major roadways that don't belong to the city.

Minnesota Department of Transportation - District 6 (507-286-7500)

- Highway 52
- Highway 14/12th Street E from Highway 52 to the city limits
- South Broadway (Highway 63 South) from 28th Street SE to the city limits

Olmsted County Public Works (507-328-7070)

- Multi-quadrant
  - East Circle Drive (CSAH 22) from Highway 14 to North Broadway
  - West Circle Drive (CSAH 22) from Highway 52 to Highway 52/Highway 14
  - North Broadway (CSAH 33) from 37th Street NW to 48th Street NE
  - 48th Street NE/55th Street NW (CSAH 22) from North Broadway to Highway 52
- Northeast quadrant
  - Viola Road NE (CSAH 22) from East Circle Drive NE to the city limits



- Northwest quadrant
  - Valleyhigh Road NW (CSAH 4) from West Circle Drive to the city limits
- Southeast quadrant
  - 11th Avenue SE (CSAH 1) from Highway 14/12th Street SE to Highway 52
  - 4th Street SE/College View Road E (CSAH 9) from 19th Avenue SE to the city limits
  - Marion Road SE (CSAH 36) from Highway 14/12th Street SE to the city limits
  - St. Bridget Road SE (CSAH 20) from 40th Street SE to the city limits
  - 40th Street SE (CSAH 20) from Highway 52 to St. Bridget Road SE
  - 20th Street SE (CR 143) from Marion Road to the city limits
- Southwest quadrant
  - Salem Road SW (CSAH 34) from West Circle Drive to the city limits
  - Bamber Valley Road SW (CSAH 8) from West Circle Drive to the city limits
  - 2nd Street SW/Country Club Road (CSAH 34) from West Circle Drive to the city limits
  - Mayowood Road SW (CR 125) from 16th Street SW to Salem Road SW

#### Township Roads

- 40th Street SW from 11th Avenue SW to the city limits
- 60th Avenue NW from Valley High Road NE to 65th Street NW

**ROCHESTER TOWNSHIP**

**RESOLUTION ACCEPTING ROAD  
RESOLUTION NO. RES2023\_12\_01**

**WHEREAS**, the town board of Rochester Township, Olmsted County, Minnesota received a formal request to undertake maintenance of the following described platted road located in the town as a town road:

All public roads shown in the official plat of "Lilly Farm Third", recorded in Olmsted County Property Records as document number A1491921.

**WHEREAS**, the town board requires that a platted road be built to town road specifications for such roads before it will accept and maintain the road as a town road and a warranty period of two years after date of acceptance be provided by the developer with a surety in place for an amount not less than 25% of the total cost of the public improvements per Section I, paragraph Q of the development agreement recorded as document number a1380330 in Olmsted County Property Records;

**WHEREAS**, the town board has inspected the road and has determined that it meets the specifications and otherwise satisfies the requirements established by the town board; and

**WHEREAS**, the town board determines that the nature and character of the road are such that expending town funds to maintain it is in the public interest;

**NOW, THEREFORE, BE IT RESOLVED** by the Rochester town board, Olmsted County, Minnesota, that the town board hereby accepts the above described platted road as a town road and will begin maintaining it as such.

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

BY THE BOARD

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

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