



Rochester

== Township ==

4111 11th Avenue SW
Rochester, MN 55902
www.rochester-township.com

Rochester Township Annual Meeting Agenda March 14, 2023 Rochester Town Hall, Olmsted County, Minnesota

The meeting will be held in the town hall garage area.

- Township Clerk/Treasurer Randy Staver to call the meeting to order at 8:15 pm (Note: A Rochester Township Board Supervisor will substitute in case of absence of the Clerk / Treasurer).
- All rise to recite the Pledge of Allegiance.
- Clerk welcomes the citizens and introduces the Board members: Chairman Jeff Orth, Supervisors Matthew Kitmann, Jamie Neisen, Nathan Clarke and Brian Zmolek.
- Clerk requests a volunteer or requests the public to appoint a moderator from the floor.
- Moderator's duties are to lead the meeting. Begin by stating the order of business as listed below:
 - 1) Motion to approve the Minutes of the last Annual Meeting (*see meeting packet*)
 - 2) Clerk to review the Board of Audit report and Treasurer's Report. (MS § 366.22) (*see meeting packet*)
 - a. Motion to approve Treasurer's Report
 - 3) Motion to set **time** of next Annual Township Election. (Must be held Tuesday, March 12, 2024).
 - 4) The Township Board will present updates on the following:
 - a. Road Maintenance report (Maintenance Supervisor Pat McGowan)
 - b. Rochester Fire Department (Board)
 - c. Public safety report (Deputy Dean Thompson)
 - d. Storm Water Management (Brandon Theobald)
 - i. MS4 Storm Water Pollution Prevention Program (SWPPP)
 1. Program Overview
 2. Storm Water Topics
 - a. Maintaining your lawn to protect our streams
 - b. Storm water pond plant buffers
 - c. Hold the salt – best practices for applying deicing salts in the winter
 - d. What is illicit discharge and who do I contact?
 - e. What's the scoop on dog waste?
 3. Storm water Activity
 - a. Adopt-a-pond: Sign up to distribute pet waste collection bags and informational fliers to homeowners around your neighborhood storm water pond. Picking up pet waste is

important for reducing noxious green algae blooms and keeping your pond clean!

4. Opportunity to comment on the SWPPP
 - e. Planning Commission report
 - f. TCPA
 - g. Township picnic
 - h. Rochester Township website: www.rochester-township.com
- 5) Chairman Jeff Orth to present the proposed 2024 budget for the seven Township funds as follows: General Fund, Road and Bridge, Fire Protection, Public Safety, Capital Projects, Reserve and Debt Service. (*see meeting packet*)
 - a. Motion to set the levy
- 6) Old Business
- 7) New Business
- 8) Public Comments
- 9) Motion to Adjourn

Rochester Township

Annual Meeting Minutes

March 8, 2022

Meeting was called to order by Township Clerk Randy Staver at 8:15 pm.

Pledge of Allegiance.

The Clerk welcomed the attendees and introduced the township board members.

The Clerk called for the nomination of a moderator from the floor. Laura Laudon volunteered to serve as the moderator and was appointed.

Laura Laudon asked for the approval of the 2021 annual meeting minutes. A motion was made and seconded to approve the minutes as presented. All voted in favor and the motion passed.

Treasurer Randy Staver provided an overview of the beginning and ending bank balances for 2021 as well as total receipts and disbursements. He also commented that the Board of Audit had recently completed an internal review and found no errors. An annual outside audit is currently underway with Smith Schafer and the results will be presented to the board in June or July. A motion was made and seconded to approve the treasurers report. All voted in favor and the motion passed.

A motion was made and seconded to set the Annual Meeting date for 2023 for Tuesday March 14, 2023 at 8:15 pm. All voted in favor and the motion passed.

Jamie Neisen reported on the township relationship with the Rochester Fire Department. There is a five year contract which includes service to Rochester, Cascade, Haverhill and Marion townships. Rochester Township has been very pleased with the service received. He noted that the service is expensive and Rochester township paid \$214,000 last year which is about 20.8% of the budget. The township doesn't have much control in setting the amount. He noted that an alternative would be to create our own fire department which would be very expensive.

Jamie Neisen reported on behalf of the Planning and Zoning Commission. The Planning Commission meets once a month. There are five committee members and two board members who serve as alternates. There has been a significant amount of growth in the township. Currently, 40% of the lots available for sale in the Rochester area are in Rochester Township.

Matt Kitzmann reported on behalf of the Township Cooperative Planning Agency (TCPA). Matt provided an overview of what TCPA does and the tremendous value of the services rendered.

The annual Township Picnic was discussed. The picnic in 2021 was well attended and there were many positive comments. A motion was made and seconded to hold the picnic again in 2022 with a budget of \$650. All voted in favor and the motion passed.

Township Supervisor Matt Kitzmann presented the proposed budget and levy for 2023 for \$1,328,809. There were no comments from the audience. A motion was made and seconded to approve the proposed budget and levy of \$1,328,809. All voted in favor and the motion passed.

Deputy Dean Thompson gave his report. There were over 500 calls for service last year, including things like suspicious activity, traffic accidents, etc. The township spends about \$19,000 annually for this service.

Pat McGowan gave a report on road maintenance. Pat began by introducing himself as the new road supervisor who has replaced Mark Cochran due to Mark's retirement. Pat has 10 years experience and is enjoying his new role. Pat outlined some of the activities that occurred in 2021 as well as some planned tasks for 2022. Pat noted that cost of materials is increasing. He gave an example of bituminous which is expected to cost 20% more this year. A question was raised whether Weatherhill could be striped with a double yellow line to increase awareness and safety. Pat responded that it could be evaluated. Another question was whether the township could take ownership of 48th Street since the city of Rochester doesn't seem to provide adequate maintenance. This would need to be discussed with the city and Jamie Neisen said that the concerns would be forwarded to the city. Finally, there was a question about the status of the partially completed home on Wild Rose Ln SW. Matt Kitzmann provided an update as to the legal status.

Brian Zmolek reported the election results. Nathan Clarke was elected with 237 votes (85%) out of 280 votes cast. There were two other candidates.

A motion was made and seconded to adjourn the meeting at 9:00 pm. All voted in favor and the motion passed. Meeting Adjourned.

Respectfully Submitted,

Laura Laudon, Moderator

Randy Staver, Clerk / Treasurer

ROCHESTER TOWNSHIP

4111 11th AVE SW
ROCHESTER, MN 55902

January 26, 2023

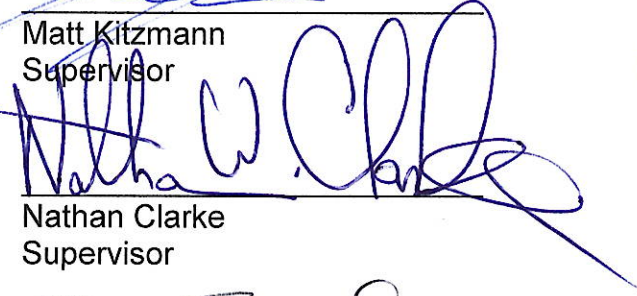
Rochester Township
RE: Board of Audit


At 7:30 PM on January 26th, board members met as the Board of Audit. Present were Jeff Orth, Jamie Neisen, Nathan Clarke, Matt Kitzmann and Brian Zmolek. Members performed an audit on the financial records of Rochester Township for the fiscal year of 2022. The records and procedures were found to be completed according to acceptable state accounting policies and reflect the transactions of the Township for 2022.

The Township has also hired the firm of Smith and Schafer, Inc. to do a detailed audit as required by the State. This audit will be completed and presented to the board at one of the summer meetings.

The audit was performed by:



Matt Kitzmann
Supervisor

Nathan Clarke
Supervisor

Brian Zmolek
Supervisor

Jamie Neisen
Supervisor

Jeff Orth
Chair

Board of Audit and Treasurer's Report
Rochester Township Annual Meeting - March 14, 2023

Board of Audit

On January 26, 2023, the Township Supervisors performed an internal audit of the 2022 financial records. Both receipts and disbursements were found to be in order. An external audit will be performed by Smith Schafer and Associates. The results will be provided to the public at the Town Board meeting in June 2023. The results of the external audit will also be provided to the State Auditor's office by June 30, 2023.

2022 Financial Report

The finances of Rochester Township include five separate funds; General Fund, Road and Bridge, Fire Protection, Public Safety, Reserve Fund.

The 2022 beginning balance was \$1,218,558.36. The receipts total was \$2,130,479.50 and disbursements totaled \$1,748,904.39. This gave an ending balance for 2022 of \$1,600,133.47.

The township received American Rescue Plan Act (ARPA) funding in the amount of \$207,964.10. Permitted uses of funds include categories such as essential employee and revenue replacement (infrastructure). Examples of use of funds include the shop floor repair at a cost of \$34,772 and new electronic speed signs at a cost of \$9,392 which would otherwise need to be taken from the general budget. The current funds remaining total is \$153,675. The township must obligate remaining funds by 12/31/2024 and actually expend funds by 12/31/2026.

2023 Levy

The 2023 levy was approved by the citizens at the Annual Meeting in March 2022.

2024 Budget

The 2024 levy will be discussed and approved by the citizens at the Annual Meeting tonight.

For the Period : 1/1/2022 To 12/31/2022

<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	\$1,019,151.22	\$329,713.53	\$255,931.46	\$1,092,933.29	\$0.00	\$1,192.50	\$1,094,125.79
Road and Bridge	(\$132,580.40)	\$1,473,835.92	\$1,232,478.08	\$108,777.44	\$0.00	\$0.00	\$108,777.44
Federal Programs - ARPA	\$0.00	\$0.00	\$9,392.00	(\$9,392.00)	\$0.00	\$0.00	(\$9,392.00)
Cafeteria Fund	\$6,399.45	\$2,503.67	\$6,399.45	\$2,503.67	\$0.00	\$0.00	\$2,503.67
Escrow Fund - Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Reserves	\$506,582.41	\$50,716.53	\$0.00	\$557,298.94	\$0.00	\$0.00	\$557,298.94
Sheriff Protection	(\$3,882.88)	\$19,210.88	\$21,647.40	(\$6,319.40)	\$0.00	\$0.00	(\$6,319.40)
Fire Protection	(\$175,559.45)	\$224,981.81	\$223,056.00	(\$173,633.64)	\$0.00	\$0.00	(\$173,633.64)
General Capital Projects	\$0.00	\$29,517.16	\$0.00	\$29,517.16	\$0.00	\$0.00	\$29,517.16
Electric	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INTERNAL SERVICE FUNDS (701 through 799)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clearing	(\$1,551.99)	\$0.00	\$0.00	(\$1,551.99)	\$0.00	\$0.00	(\$1,551.99)
Total	\$1,218,558.36	\$2,130,479.50	\$1,748,904.39	\$1,600,133.47	\$0.00	\$1,192.50	\$1,601,325.97



Rochester **== *Township* ==**

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Road Report

Rochester Township Annual Meeting - March 14, 2023

- Garbage Cans
- Right of Way Obstructions
- Road work recommended by Town Board and completed in 2022:
 - Finished blacktop wear layer on Weatherhill Ct., Weatherhill Ridge Ct., Boulder Creek Drive, Meadowlark Ct. and Quarve Rd.
 - Reconstruct and base blacktop layer on Transit Ct. and Hardwood Ct.
 - Crack filling and mastic gap on Hamlet Rd., Arrowhead Ln., Partridge Dr. and Meadow Crossing Rd.
- Questions

**Rochester Township
Budget Information**

Fund	Account	Object	Description	2022 Budget Approved	2022 Actual	2023 Budget Approved	2024 Budget Proposed
100	General Fund						
	Disbursements:						
	41110	103	Supervisors - Wages	\$68,250	\$67,708.52	\$85,313	\$92,138
220	41140	230	Cafeteria Plan	\$0	\$6,399.45	\$0	\$0
	41110	133	Employer Paid Insurance - Supervisor	\$0	\$0.00	\$0	\$0
	41425	103	Clerk/Treasurer - Wages	\$45,000	\$21,808.25	\$32,400	\$34,992
	41425	106	Clerk/Treasurer - Assistant - Wages	\$0	\$0.00	\$23,850	\$25,758
			Total Board Wages	\$113,250	\$95,916.22	\$141,563	\$152,888
			Election Expense				
	41960	103	Election Expense - Wages	\$1,000	\$7,610.88	\$1,070	\$8,000
	41410	201	Election Expense - Printing and Supplies	\$500	\$11.70	\$535	\$578
	41410	351	Election Expense - Legal Ads	\$400	\$189.61	\$200	\$216
			Total Election	\$1,900	\$7,812.19	\$1,805	\$8,794
			Administration				
	41110	230	Operating Supplies	\$13,000	\$2,228.37	\$2,479	\$2,677
	41130	351	Legal Ads - Ordinances	\$0	\$336.49	\$0	\$0
	41940	309, 325	Information Technology	\$0	\$3,831.39	\$2,953	\$3,189
	41110	308	Staff Development / Training - Supervisors	\$600	\$348.00	\$642	\$693
	41425	308	Staff Development / Training - Clerk	\$300	\$0.00	\$321	\$347
	41910	100	Board of Adjustment	\$500	\$0.00	\$535	\$578
	41940	322	Postage	\$0	\$0.00	\$200	\$216
	41940	352	Printing	\$0	\$0.00	\$776	\$838
	43201	401	Custodial Wages and Supplies	\$2,317	\$1,432.16	\$2,479	\$2,677
	43201	100					
	43202	229					
	41530	810	Refunds & Reimbursements	\$0	\$0.00	\$0	\$0
	41940	229	Building Maintenance	\$0	\$7,789.15	\$0	\$0
	41940	208	Picnic	\$0	\$2,070.23	\$621	\$1,500
	42408	311	Utilities - Security monitoring	\$450	\$391.68	\$566	\$611
	43160	386	8th Street Lights	\$550	\$580.00	\$589	\$636
			Total Administration	\$17,717	\$19,007.47	\$12,160	\$13,962

			Auditor Expense				
41530	301		Auditor	\$6,600	\$6,400.00	\$7,062	\$7,627
			Attorney Expense				
41610	304		Attorney Fees - Township	\$0	\$48,528.75	\$20,000	\$60,000
41610	315		Attorney Fees - Non-township	\$0	\$17,612.73	\$0	\$0
41910	103		Planning & Zoning Commission Wages	\$750	\$1,500.00	\$1,766	\$1,907
			Engineering Fees				
41915	303		Engineering Fees - Township	\$12,500	\$20,687.75	\$30,734	\$33,193
41915	314		Engineering Fees - Non-Township	\$0	\$38,612.64	\$0	\$0
			Total Auditor, Legal and P&Z	\$19,850	\$133,341.87	\$59,562	\$102,727
			Insurance Expense				
41970	361		Insurance- Property & Liability	\$4,000	\$3,216.00	\$4,280	\$4,622
41970	151		Insurance - Workers Comp	\$1,500	\$1,635.00	\$1,605	\$1,733
			Total Insurance	\$5,500	\$4,851.00	\$5,885	\$6,355
			Township Association Dues				
41530	433		Officer Association Dues	\$0	\$1,378.16	\$1,555	\$1,679
			Total Association Dues	\$0	\$1,378.16	\$1,555	\$1,679
			Animal Control				
42701	384		Gopher Bounty	\$850	\$24.00	\$910	\$983
			Total Animal Control	\$850	\$24.00	\$910	\$983
41940	229		Building Repair and Maintenance	\$5,000	\$0.00	\$5,350	\$5,778
41940	403		Other Contract Services	\$5,000	\$0.00	\$5,350	\$5,778
			Total Contract Services	\$10,000	0.00	\$10,700	\$11,556
			Total General Fund Disbursements	\$169,067	262,330.91	\$234,139	\$298,944

201	Road and Bridge Fund						
	Disbursements:						
			Road and Bridge				
43120	231		Road Rock	\$10,000	\$0.00	\$10,700	\$11,556
43126	228		Heavy Equipment Repairs	\$0	\$0.00	\$0	\$0
43120	235		Culverts	\$7,000	\$12,228.10	\$7,490	\$8,089
43120	232		Calcium	\$3,000	\$5,403.87	\$3,210	\$6,000
43120	233		Signs	\$1,000	\$9,392.00	\$1,070	\$1,156
43134	234		Black Top & Overlays	\$310,580	\$63,084.50	\$332,321	\$358,907
43135	236		Seal Coat & Crack Fill	\$62,000	\$0.00	\$66,340	\$71,647
43138	230		Road Miscellaneous	\$0	\$865,188.35	\$0	\$0
43138	401		Contract Services	\$0	\$0.00	\$0	\$0
43138	408		Tree Trimming & Brush Dump	\$3,500	\$0.00	\$3,745	\$4,045
43138	303		Consulting Engineers	\$5,000	\$0.00	\$5,350	\$0
43260	230		Weed Control	\$2,000	\$1,408.00	\$2,140	\$2,311
43120	409		Striping	\$2,000	\$0.00	\$2,140	\$2,311
43127	310		JPB Road Service	\$300,000	\$285,165.26	\$321,000	\$346,680
43155	237		Storm Water Management	\$2,000	\$0.00	\$2,140	\$2,311
			Total Road & Bridge	\$708,080	1,241,870.08	\$757,646	\$815,013
			Total Road and Bridge Fund Disbursements	\$708,080	1,241,870.08	\$757,646	\$815,013
270	Fire Protection						
	Disbursements:						
42220	312		Fire Protection	\$223,056	\$223,056.00	\$231,978	\$241,257
			Total Fire Fund Disbursements	\$223,056	\$223,056.00	\$231,978	\$241,257
260	Public Safety						
	Disbursements:						
42120	313		Sheriff Protection	\$19,080	\$21,647.40	\$22,946	\$24,323
			Total Public Safety Fund Disbursements	\$19,080	\$21,647.40	\$22,946	\$24,323
401	Capital Projects						
	Disbursements:						
43120	530		Meadow Crossing Road	\$30,000	\$0.00	\$32,100	\$0
			Total Capital Projects Fund Disbursements	\$30,000	\$0.00	\$32,100	\$0
250	Reserve Fund						
	Disbursements:						
41560	521		Reserve Expenditures	\$50,000	\$0.00	\$50,000	\$88,668
			Total Reserve Fund Disbursements	\$50,000	\$0.00	\$50,000	\$88,668

Summary of Expenses			2022 Approved	2022 Actual	2023 Approved	2024 Proposed
Fund 100		General Fund	\$169,067	\$262,331	\$234,139	\$298,944
Fund 200		Road and Bridge	\$708,080	\$1,241,870	\$757,646	\$815,013
Fund 300		Fire Protection	\$223,056	\$223,056	\$231,978	\$241,257
Fund 320		Sheriff Protection	\$19,080	\$21,647	\$22,946	\$24,323
Fund 401		Capital Projects	\$30,000	\$0	\$32,100	\$0
Fund 250		Reserve	\$50,000	\$0	\$50,000	\$88,668
		Total Expenses	\$1,199,283	\$1,748,904.39	\$1,328,809	\$1,468,205
		Tax Levy for the Year	\$1,176,633		\$1,328,809	\$1,468,205
		Reserve Fund				
		Reserve fund balance as of 01/2023	\$557,299			
		Percentage of Budgeted Expenses	47.4%			
		Reserve fund balance as of 12/2024	\$695,967			
		Reserve fund requirement of 50%	\$734,103			
		Reserve fund short fall	\$38,136			
		Budget - Year-Over-Year Dollar Change	\$105,656		\$129,526	\$139,396
		Budget - Year-Over-Year Percent Change	9.66%		10.80%	10.49%
		Tax Levy - per capital (2,088 population in year 2020)	\$ 564		\$ 636	\$ 703
		Tax Levy - per household (702 in year 2020)	\$ 1,676		\$ 1,893	\$ 2,091