

**Rochester Township**  
**Board Meeting Minutes**  
**January 9, 2020**

**Meeting was called to order at 7:00 pm by Chairman Jeff Orth.**

**Members present** - Jeff Orth, Douglas Butler, Brian Mueller, Matthew Kitzmann, Jamie Neisen and Randy Staver.

**Guests** - Mark Cochran, Deputy Tracey Pagel, Andrea Roshon (Premier Bank) and 1 citizen

**Minutes** – Douglas Butler moved to accept the December 12, 2019, minutes with two minor corrections (name spelling). Matt Kitzmann seconded. All voted in favor and the motion carried.

**Deputy's Report** - Deputy Tracey Pagel reviewed the call report of 32 calls.

**Herring Property Update** – Mark Cochran reported that he had visited the site on the 20<sup>th</sup> of December. The gas line work has been completed, permits obtained for work on two houses, and vehicles removed. Mark feels the property is in compliance. Mark noted that the property owner may need to do a controlled burn to remove trees and brush. Jeff Orth noted that he has received complaints about brush burning at Hathaway which were referred to the Rochester Fire Department. Jamie Neisen suggested that a new deadline should be set. Matt Kitzmann stated that since the owner is in compliance, there is probably no reason to set a date unless we receive new complaints. A burn permit would be needed if he intends to do a controlled burn.

**Employee Appreciation Dinner** – The dinner is set to be held on Thursday, January 16, 2020 at Charlie's beginning at 5:00 pm. Doug Butler reported that 24 people have signed up to attend.

**Board of Audit Meeting** – A board audit must be completed prior to the annual meeting in March. The Board opted to take up this task in an off-line meeting. Jeff Orth and Brian Mueller volunteered to do the task working with the Clerk / Treasurer. Randy Staver will contact board members via email to find an appropriate date and time.

**2021 Budget** – Randy Staver presented the 2019 financial actuals and 2021 budget worksheet. The Board reviewed the information and set tentative amounts for each category. As part of the discussion, some questions were asked which the Clerk / Treasurer will research.

- Jamie Neisen asked about Fire and Sheriff Protection; is there a contract or formula for determining the amount and is an escalator built in. He also asked about a discrepancy in the amounts reported on the worksheet.
- Matt Kitzmann asked what would happen if something changes that would change the budget. Jeff Orth responded that this is a work session where most of the budget gets set but that changes can be made ahead of the annual meeting on March 10<sup>th</sup>.
- Jeff Orth stated that he has fielded a couple of inquiries about taxes and service expectations. Jamie Neisen said that many items, especially road related budget items, have limited flexibility since there may be only a few providers.

- The Clerk / Treasurer was asked to investigate:
  - Terms of the audit contract (\$6,500.00)
  - What expenses make up Workers Comp Insurance (\$1,080.00)
  - What kinds of expenses are included in the Administration amount (\$6,363.03)
  - What expenses make up Road Miscellaneous (\$129,779.97)
  - What expenses make up Road & Bridge Contract Services (\$1,879.63)
  - What expenses make up Road & Bridge JPB Road Service (\$265,003.38)

**Absentee Ballot Board Appointment** – Two appointees are required for this board and appointees must not be on the election ballot. Since three board members are up for re-election, by default the appointees will be Brian Mueller and Jamie Neisen.

**County Road 8** – Jamie Neisen wished to discuss the County Road project and the need for a traffic impact report because of a proposed roadway connecting to Meadow Crossing Rd. Matt Kitzmann spoke with Roger Ihrke who informed Matt that the township will need to identify an engineering firm although the developer will stand the cost. We have used SEH in the past. Jamie Neisen will send out some inquiries and bring back information to the Board.

**Joint Powers Board** – Matt Kitzmann wished to discuss certain practices with the Joint Powers Board and sharing of services and equipment between Rochester and Cascade. The road miles between the two townships is roughly equal at about 28 miles each although about 6.9 miles in Rochester township are gravel. Use of supplies and equipment could fluctuate. Also, from a practice standpoint, Rochester tends to take care of developing areas whereas Cascade will charge for additional services. Jeff Orth said that in most cases the sharing arrangement tends to work out over time. The Board agreed that this could be an ongoing discussion with JPB to ensure consistent practices are used.

**Legislative Meeting** – Jeff Orth reported that he has been invited to meet with Senator Carla Nelson. The topic is unknown. Doug Butler will also attend.

**Tree Removal** – Jamie Neisen wished to discuss our practice for tree removal after storm events. Often, trees on private property will fall onto the Right of Way (ROW). Our practice has been that the township takes care of removal. The question was raised whether the township should just clear what is in the ROW and then notice the property owner to take care of the rest or, optionally, the township can take care of it at cost. Questions were also raised about treating all property owners fairly and liability concerns in performing work on private property. The Board agreed that we should do a periodic audit to identify dead trees and then advise property owners accordingly. We may wish to consider a new policy.

**Treasurer's Report** – Andrea Roshon from Premier Bank attended and provided information and gathered Board signatures to allow the new Clerk / Treasurer bank account access privileges.

Doug Butler moved to approve the treasurers report with a balance of \$751,962.75. Matt Kitzmann seconded. All voted in favor and the motion passed.

**Rochester Township Claims** – Matt Kitzmann moved and Jamie Neisen seconded to approve and pay claims #4443-4459 in the amount of \$38,647.88. All voted in favor and the motion carried.

**JPB Claims** – Brian Mueller moved and Jamie Neisen seconded to accept and pay the Joint Powers Board claims #5000-5028 and the Rochester Township share in the amount of \$32,598.62, and a payroll share of \$17,405.80. All voted in favor and the motion passed.

**Road Maintenance Supervisor Report** – Mark Cochran reported on the County Road 8 discussion with County and consideration for certain amenities like bike paths and that there be no grade greater than 8%. The JPB revamp of Mark’s position is going well. He is getting an appraisal on a blade; would be nice to see price range.

**TCPA Report** – Jamie Neisen reported that they will be meeting next week with the primary topic being finalizing the build-out after which they will then meet with the project architect. Cost per square foot for the project is not yet known.

**Board of Adjustment Report** - Did not meet.

**Planning and Zoning Commission Report** – Did not meet.

**Upcoming Meetings** –

- February 13, 2020 7:00 pm Board Meeting

**Meeting Adjourned** – Douglas Butler moved and Brian Mueller seconded to adjourn. All voted in favor. Meeting adjourned at 10:30 pm.

Respectfully Submitted,

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Randy Staver, Clerk / Treasurer

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Jeff Orth, Chairman