

Rochester Township
Board Meeting Minutes
April 9, 2020

Meeting was called to order at 7:05 pm by Chairman Jeff Orth.

Members present - Jeff Orth, Douglas Butler, Brian Mueller, Matthew Kitzmann (telephone), Jamie Neisen (telephone) and Randy Staver

Guests - Mark Cochran, Deputy Tracey Pagel, Deputy Dean Thompson, two public members

Minutes – Jamie Neisen offered a minor edit to the minutes regarding requirement by the county for a traffic study. Doug Butler moved to accept the March 12, 2020 minutes. Brian Mueller seconded. All voted in favor and the motion carried.

Deputy's Report - Deputy Dean Thomson reviewed the call report of 31 calls.

2020 Road Tour Report and Discussion – Mark Cochran provided a summary of the road tour that recently occurred. Members toured the township individually while connected in a telephone conference call. Mark provided a list of recommended projects encompassing warranty repairs, seal coating and reconstruction.

As part of the overall scope of the road tour, Mark began to discuss trees that are present in the ROW. This particular topic is of great interest to some township residents and it was decided to defer this topic to the May meeting. Brian Mueller made a motion to table the tree / ROW discussion. Doug Butler seconded. All voted in favor and the motion carried. Mark noted that given the total cost of the recommended road projects, there will likely not be room in the budget this year for much ROW work.

Mark made the following project recommendations.

Project	Description	Estimated Cost
Vista View	Warranty seal coating	\$0
Galena Place SW	Warranty seal coating	\$0
Glenwood Rd SW	Warranty seal coating	\$0

Quarve Rd SE	Reconstruct (include shoulders)	\$60,681.34
Culverts and ditch work	Reconstruct	\$8,000.00
East Weather Hill Dr	Reconstruct (includes shoulders)	\$88,658.21
Oak Ct SW	Reconstruct	\$10,496.70
Driveways, culverts, ditch work	Reconstruct	\$6,000.00
Sub-total		\$173,836.25
Contingency (10%)		\$17,383.00
Total	Reconstruct	\$191,219.25

Heritage Drive	Overlay (includes shoulders)	\$45,440.00
Milly Lane	Overlay (includes shoulders)	\$8,819.02
Tara Lane	Overlay (includes shoulders)	\$6,554.68
Heritage Lane	Overlay (includes shoulders)	\$26,525.16
Driveways, misc. ditch work		\$6,000.00
Sub-total		\$93,338.86
Contingency (10%)		\$9,333.00
Total	Overlay	\$102,671.86

Crack filling		\$30,000.00
Seal coat		\$15,000.00
Tree removal		\$4,500.00
Sub-total	Crack filling, seal coating, trees	\$49,500.00

Grand Total	Road projects	\$343,391.11
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Doug Butler made a motion to proceed with the recommended road projects. Jamie Neisen seconded. All voted in favor and the motion carried.

Jaguar Communications Change of Control – Kristine Anderson joined the conversation representing Jaguar Communications. She explained the differences between the two resolutions being presented for selection and adoption; only one of which needs to be chosen. The resolution being recommended is the one that simply acknowledges the company ownership change and further states that the township does not wish to offer its own cable service. Matt Kitzmann moved to adopt resolution 2020-04-01 as recommended. Doug Butler seconded. All voted in favor and the motion carried.

Annual Reorganization – Three items related to the annual reorganization were decided: compensation for township supervisors, chairperson for the upcoming year, and compensation differential for the chairperson.

Matt Kitzmann noted that past history is reflective that the chairperson has received close to a 25% differential. Matt Kitzmann moved to set the chairperson differential at 25% above regular board supervisor compensation. Jamie Neisen seconded. All voted in favor and the motion carried.

Jamie Neisen moved to increase board supervisor compensation by 3% per the 2020 budget as adopted. Brian Mueller seconded. All voted in favor and the motion carried.

Doug Butler informed the group that he and his family will be moving to Rochester probably later this year although the exact date is dependent on sale of their home. As such, he did not feel it would be appropriate for him to assume the chairperson role. Brian Mueller moved to select Jamie Neisen as the chairperson for the upcoming year. Doug Butler seconded. All voted in favor and the motion carried.

Based on use of the rotation process, Matt Kitzmann would normally be designated as the Vice-Chairperson. Brian Mueller moved to select Matt Kitzmann as the vice-chairperson for the upcoming year. Jamie Neisen seconded. All voted in favor and the motion carried.

With regard to other compensation amounts set during the annual reorganization, the Board decided to leave election judge compensation at \$20 per hour. Clerk Randy Staver stated that the Rochester

township rate is consistent with Cascade township and the City of Rochester. In response to a question regarding mowing rates, Mark Cochran stated that the township generally follows county guidelines.

The Board decided to adjust compensation for the clerk / treasurer and assistant clerk / treasurer. Matt Kitzmann moved to increase compensation by 3% which is within the adopted budget constraints. Jamie Neisen seconded. All voted in favor and the motion carried.

Jamie Neisen noted the membership for the Planning & Zoning Commission is:

- Mike Herman (chair)
- Brad Lewis
- Jamie Neisen
- Douglas Butler
- Norm Olson
- Arthur Handelman (alternate)

Matt Kitzmann moved to select Brian Mueller as the Joint Powers Board chairperson. Jamie Neisen seconded. All voted in favor and the motion carried.

Information Items – Multiple informational items were covered including:

- The Board needed to formally adopt a declaration of a pandemic. Brian Mueller made a motion to adopt the recommended declaration. Doug Butler seconded. All voted in favor and the motion carried.
- The Board was informed of a request to postpone the LUPA for the Connelly property.
- The Local Board of Appeal & Equalization will not meet at the government center as originally planned due to the government center being closed. Information will be made available just inside the outer doors to the government center to any citizen who might present.

Treasurer's Report – Brian Mueller moved to approve the Treasurer's report with a balance of \$702,220.06. Doug Butler seconded. All voted in favor and the motion passed.

Rochester Township Claims – Brian Mueller moved and Matt Kitzmann seconded to accept and pay Rochester Township claims #4476-4522 in the amount of \$41,380.51. All voted in favor and the motion carried.

JPB Claims – Matt Kitzmann moved and Brian Mueller seconded to accept and pay Joint Powers Board claims #5083-5106 and the Rochester Township share in the amount of \$21,305.59, and a payroll share of \$11,688.64. All voted in favor and the motion passed.

Clerk Randy Staver noted that there may be a recommendation coming forward at a later date to close out two escrow savings accounts. He also stated that he will be bringing forward a new budget versus actual report for Board input. Finally, he noted that he will be providing a summary of activities to date in the clerk / treasurer role.

Road Maintenance Supervisor Report – Mark Cochran noted several items in his report.

- Spring cleaning has begun and has included street sweeping.
- Potholes are being repaired.
- Wings have been removed from the snowplow trucks.

- Road crack filling will begin next week. In response to a question whether the filling is weather (temperature) dependent, Mark responded it is generally not.
- The plow blade has been repaired at a cost of about \$2,900 which was less than he expected.

TCPA Report – Did not meet.

Board of Adjustment Report - Did not meet.

Planning and Zoning Commission Report – Did not meet.

Upcoming Meetings –

- April 13, 2020 9:00 am – Board of Appeal and Equalization – Government Center

Meeting Adjourned – Brian Mueller moved and Doug Butler seconded to adjourn. All voted in favor. Meeting adjourned at 8:25 pm.

Respectfully Submitted,

Randy Staver, Clerk / Treasurer

Jeff Orth, Chairman