

Rochester Township
Board Meeting Minutes
July 8, 2021

Meeting was called to order at 7:00 pm by Chairman Matt Kitzmann.

Members present - Matthew Kitzmann, Jamie Neisen, Brian Zmolek, Brian Mueller, Jeff Orth and Randy Staver

Guests – Mark Cochran, Dean Thompson, Mark Welch, three members of the public.

Minutes – Jeff Orth moved to approve the minutes for the June 10, 2021 meeting. Jamie Neisen seconded. All voted in favor (5-0) and the motion passed.

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

Old Business:

Pavilion Estate – EAW

- The Board is still waiting for the proponent to submit EAW materials. One person asked how to find out when the township receives the materials. The information will be posted to the township website.

2630 Wildrose Ln SW

- A letter was sent by Peter Tiede to the property owner. There has been no further response as of this date.

Engineering consulting support work group

- Matt Kitzmann asked whether a list exists that specifies services that would be asked of a contracted engineering firm. Brian Zmolek will follow up with Roger Ihrke.

Building access

- Mark Cochran stated that he spoke with Custom Alarm who made a service call to the town hall. The time delay is now set to 3 minutes which he feels should allow enough time for the road crew to turn off the alarm. No further action needed on this topic at this point.

New Business:

Meadow Crossing Road SW Trail –

- Cost information for a trail was presented. The trail would run along Meadow Crossing Road SW from Mayo Woodlands Road SW to Wright Road SW. Matt

Kitzmann and Jamie Neisen will discuss further with Roger Ihrke and the developer about construction type, e.g. gravel or paved. A cost sharing arrangement between the township, home owner's association and developer will also need to be determined. Jamie noted that a trail would be more cost effective than widening the road. Matt noted that we would need to set appropriate levels of expectations as far as trail maintenance.

Millie Meadows Second – Development Agreement –

- Jamie Neisen spoke about the road acceptance language contained in the agreement and stated that he would like to see language similar to what Cascade township has used. He is concerned that the language 'substantially completed' is vague. Cascade's language relies more so on issuance of occupancy permits. Jeff Orth noted that we could be changing some criteria in the middle of the larger Millie Meadows project.
- Mark Welch spoke and explained what he feels 'substantially completed' means.
- Jeff Orth stated that a goal of the criteria is to get the warranty out as far as possible to protect taxpayers.
- Jamie Neisen moved to adopt the development agreement with the following language change: "However, the Township shall not accept the dedicated roadway for maintenance by the Township or taxpayer's expense until such time as fifty percent (50%) of the homes in the project have been issued a temporary or permanent occupancy permit." Jeff Orth seconded. All voted in favor and the motion passed.
- Given that the Planning and Zoning Commission will be considering the development agreement at their meeting on July 13th, the Board meeting will be recessed to July 20th in case further action is needed and to consider the amended agreement.

Township Picnic –

- The Board decided to hold the annual township picnic on Tuesday, August 24th from 4:00 to 7:00 pm. The event will be held in the town hall garage. Food will include hamburgers, brats, beans, potato salad, chips and beverages. Randy Staver was asked to send postcard notices to township residents. Local leaders will also be invited.

Resolution Res2021_07_01 – Acceptance of Roadway – Lilly Farms Phase 1 & 2 –

- Mark Cochran spoke and thinks the inspection already took place in preparation for the township taking ownership. The clerk has not been able to find record of the township actually accepting the road. There was also a question whether the performance bond had been released. There is normally a two year warranty period starting with township acceptance. There may be a need to establish a

retroactive date of acceptance. Action on this resolution was postponed while more information is gathered.

Resolution Res2021_07_02 – Acceptance of Roadway – Millie Meadow Phase 1 –

- Mark Cochran spoke and said that there are just a couple of items remaining (culvert apron repair and moving some signs). He has spoken with the developer. Action on this item was postponed to ensure all tasks have been completed.

Information Items –

- American Rescue Plan Act (ARPA) – Randy Staver stated that he attended a webinar hosted by MAT related to ARPA funding. Townships are being encouraged to apply for the funds as soon as possible. Rochester Township is potentially eligible for up to \$220,000 based on information provided by MAT. More details will be shared later regarding appropriate use of funds. Randy asked for direction from the Board whether to begin the application process.
- Jamie Neisen moved to direct Randy to begin the application process. He also asked that Randy research use of the lost revenue calculator that was mentioned in the MAT presentation. Brian Mueller seconded. All voted in favor and the motion passed.
- Randy Staver talked about the information received regarding redistricting that may occur as part of the census. More information will be shared at a future meeting.

New Agenda Items:

- General. Jamie Neisen spoke about communications he has received from residents regarding the roadway lip issue that occurs as part of the application of the first lift of asphalt. Mark Cochran spoke and stated that the policy has not changed. He is concerned that the township treats all residents equitably and not do piecemeal repairs. Matt Kitzmann suggested that the Board may wish to revisit the current policy.
- In terms of communications, it was noted that often the chair is made aware of information that other board members may not know. It was suggested that a new item appear on future agendas to allow for a chairperson report.

Reports:

Treasurer's Report –

- Treasurer Randy Staver reported. He noted a couple of large expenditures related to road work and payment for Rochester fire department protection. He also noted that the township received the first half of the tax levy in the amount of \$565,162.43. The receipt will be reflected in the financial report next month.

- Jamie Neisen moved approval of the treasurer's report. Jeff Orth seconded. All voted in favor and the motion passed.

Rochester Township Claims – Jeff Orth moved and Jamie Neison seconded to accept and pay Rochester Township claims #4815-4834 in the amount of \$333,887.50. All voted in favor and the motion passed.

JPB Claims – Brian Mueller moved and Brian Zmolek seconded to accept and pay Joint Powers Board claims #5505-5533 and the Rochester Township share in the amount of \$24,783.30, and a payroll share of \$13,701.16. All voted in favor and the motion passed.

Road Maintenance Supervisor Report –

- Mark Cochran said that more speed limit signs have been placed. Residents have been appreciative. In addition, work continues on tree removals, mowing and general road work.

TCPA Report –

- Jeff Orth reported that works continues in reviewing candidates for Roger Ihrke's position.

Board of Adjustment Report –

- No meeting this month.

Planning and Zoning Commission Report –

- No meeting this month.

Upcoming Meetings –

- None – Planning and Zoning Commission – July 13, 2021

Meeting Recessed – Jeff Orth moved to recess the meeting to July 20, 2021 at 7:00 pm at the Rochester Township town hall. Jamie Neisen seconded. All voted in favor and the motion passed. Meeting was recessed at 9:10 pm.

Respectfully Submitted,

Randy Staver, Clerk / Treasurer

Matt Kitzmann, Chairman