

## **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 Kitzzmann 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