



CASCADE
--- TOWNSHIP ---

2025 75TH ST. NE
Rochester, MN 55906
www.cascadetownship.us

**CASCADE TOWNSHIP
OLMSTED COUNTY – MINNESOTA
BOARD MINUTES**

April 4th, 2016

OPENING BUSINESS

Called to Order at 6:03 pm at the Cascade Town Hall. All in attendance recited the Pledge of Allegiance.

Those in attendance were Chairman Arlen Heathman, Supervisor Jimmy Hoss, Supervisor Lenny Laures, Supervisor Mike Black and Clerk/Treasurer Steve Wilson. Those absent were Supervisor Sieck.

The minutes from the March 7th, 2016 meeting were reviewed by the Board. It was moved by Supervisor Black and seconded by Supervisor Hoss to approve the minutes as presented. All voted in favor. The motion passed.

CONTINUING BUSINESS

The Board reviewed the Joint Powers claims and payroll. It was moved by Supervisor Hoss and seconded by Supervisor Black to approve the claims of \$13,742.45 and payroll of \$10,120.51 as presented. Supervisor Heathman, Supervisor Hoss and Supervisor Black voted in favor and Supervisor Laures abstained. The motion passed.

The Board reviewed the Cascade Township cash control statement and bank statement. It was moved by Supervisor Hoss and seconded by Supervisor Laures to approve the cash control statement with an ending month balance of \$327,219.65 as presented. All voted in favor and the motion passed.

The Board reviewed the Cascade Township claims and payroll. It was moved by Supervisor Laures and seconded by Supervisor Hoss to approve the claims of \$16,661.07 and payroll of \$5,840.84 as presented. All voted in favor and the motion passed.

The Board reviewed the monthly email and mail.

Deputy Tracey Pagel reviewed the incident report for the previous month. A total of 66 calls were made in Cascade Township since March 7th. The estimate for the cost of the Defibrillator was \$850.41.

The Board provided reports to the other Board members and to the citizens regarding meetings attended over the last month. Supervisor Laures reported on the TCPA, a dangerous dog meeting with other local governments and OCTOA. Supervisor Hoss reported on the MAT Spring Short Course. Clerk Wilson reported on the Rochester Planning and Zoning meeting.

The Board reviewed, edited and approved the re-organizational terms for the operation of the Township. It was moved by Supervisor Black and seconded by Supervisor Hoss to approve the final items as listed below:

ORGANIZATIONAL MEETING ITEMS TO REVIEW:

Board Members:

	<u>Elected</u>	<u>Next Election</u>	<u>Salary</u>	<u>*Mtg Fee</u>
Supervisor #1- Arlen Heathman First Elected in 1995	2016	2019	\$290.00	\$55.00
Supervisor#2- Lenny Laures First Elected in 2000	2015	2018	\$290.00	\$55.00
Supervisor #3 – Mike Black First Elected in 2016	2016	2017	\$290.00	\$55.00
Supervisor #4 – Jimmy Hoss First Elected in 2015	2016	2018	\$290.00	\$55.00
Supervisor #5 – Gary Sieck First Elected in 2015	2016	2019	\$355.00	\$55.00
Clerk/Treasurer - Steve Wilson Appointed in 2015			\$17.50/hr	\$55.00

*Meeting fee for up to 4 hours. Double for meetings over 4 hours in single day.

2016/2017 Board Chair: Supervisor Sieck
 2016/2017 Board Vice Chair: Supervisor Hoss

The general process of selection of Chair and Vice Chair starts at seat #5 and moves backwards one seat each year starting in 2016. This process will be contingent upon a consensus by the new Board each year.

Board meeting Dates - - 1st Monday of each month (unless moved due to holiday). This will be reviewed again by the Board at or before the July 2016 meeting. Any change in this policy would likely not go into effect before January of 2017. The full 2016 calendar has already been approved by the Board and posted.

- Board Meeting time – 6:00 PM
 - Board Meeting Location – Cascade Town Hall, 2025 75th St. NE, Rochester, MN
 - Official Posting Site – Cascade Town Hall, 2025 75th St. NE, Rochester, MN

- Official Web Site – www.cascadetownship.us
- Official Newspaper – Rochester Post Bulletin
- Official Depository – Premier Bank

Bank Account numbers and authorized check signers:

Premier Bank #----1548 Steve Wilson
 Gary Sieck
 Arlen Heathman
 Gary Swenson

- Gopher Fee - \$1.50 (Set by Board Resolution)
- Head judge and regular judges pay rate \$15.00 per hour.
- Township official labor rate \$16.50
- Town Hall rental fee- \$50.00 plus \$100.00 damage deposit
- Planning Commission:
 - Planning and Zoning Commission Meeting
3rd Tuesday at 7:00 PM (if needed) at Cascade Town Hall
 - Meeting Reimbursement Rate \$40.00 per meeting. \$50.00 per meeting for Chair and Scribe

➤ Set terms:

- Commissioner 1, Term expires April 2018
David Derby
- Commissioner 2, Term expires April 2019
Cheryl Adolphson is approved for three years
- Commissioner 3, Term expires April 2017
John Friederichs
- Commissioner 4, Term expires April 2017
Dean Hegreness
- Commissioner 5, Term expires April 2017
Gary Sieck is approved for one year

• Set the following appointments:

1. Planning Commission member: Supervisor Sieck
2. TCPA representative: Supervisor Laures
3. JPB – Personnel Representative: Supervisor Hoss
Alternate JPB Personnel: Supervisor Black
4. Animal Control Officer - Town Board
5. Town Hall Manager – Clerk/Treasurer Wilson
6. Fire Wardens – Neil Farnham and Town Board
7. JPB Equipment Representative – Supervisors Laures and Heathman

OTHER FEES

Notary Fee	\$2.00
Photo Copies or Fax per page	
Letter Size	\$.025 (up to 50 copies)
Legal Size	\$0.50 (up to 50 copies)
Over 50 copies	50 copy rate plus Time and Materials
Mailing Copies	\$2.00 plus postage and materials
Copying/retrieval	\$2.00/ document up to 10 pages plus time and materials
NSF Fee	\$30.00
Special Planning Commission meeting	\$300.00
Special Town Board meeting	\$350.00
Board of Adjustment (Variances) Meeting	\$350.00
Building Permits	per TCPA fee schedule
Zoning/CUP fees	per TCPA fee schedule

NEW BUSINESS

The Board discussed the pending changes to East River Road as it relates to the 55th Street extension. It was moved by Supervisor Black and seconded by Supervisor Laures to approve the proposed design plans for the East River Road project. All voted in favor and the motion passed.

It was moved by Supervisor Black and seconded by Supervisor Hoss to approve \$8,000 for additional fill, grading, finishing and culvert work at the intersection of 67th Street and 18th Avenue. All voted in favor and the motion passed.

The Board agreed on a date of April 11th for the annual Township road tour. A quorum of the Board will likely be attending the tour.

It was moved by Supervisor Laures and seconded by Supervisor Black to approve September 15th as the date for the Township Annual Picnic. All voted in favor and the motion passed.

There was no report from Attorney Ken Bayliss regarding the Wilmar Investment Lawsuit. Supervisor Laures reported that depositions will occur in late April and the first week of May.

Clerk Treasurer Wilson discussed the fiduciary duty of every Township officer. He also discussed the opportunities for improvement specific to the Annual Meeting and the division of authority between the citizens and the Board of Supervisors based on MAT recommendations, state statutes and the township handbook.

Clerk/Treasurer Wilson recommended the Board approve a final budget for 2017 using the recommendations of the citizens from the 2016 Annual Meeting. It was moved by Supervisor Black and seconded by Supervisor Laures to approve a 2017 budget of \$870, 503. The fund amounts are:

SUMMARY INFORMATION	2015	2016	2017
100 GENERAL FUND			
TOTAL GENERAL FUND DISBURSEMENTS	\$ 82,976	\$ 79,425	\$ 107,200
201 ROAD AND BRIDGE FUND			
TOTAL ROAD & BRIDGE FUND DISBURSEMENTS	\$ 458,377	\$ 472,986	\$ 531,794
230 TOTAL FIRE FUND DISBURSEMENTS			
TOTAL FIRE FUND DISBURSEMENTS	\$ 155,468	\$ 161,396	\$ 168,154
240 PUBLIC SAFETY			
TOTAL PUBLIC SAFETY FUND DISBURSEMENTS	\$ 24,320	\$ 25,000	\$ 25,801
401 CAPITAL PROJECTS FUND			
TOTAL CAPITAL FUND DISBURSEMENTS	\$ -	\$ -	\$ -
250 RESERVE FUND			
TOTAL RESERVE FUND DISBURSEMENTS	\$ 5,000	\$ 5,000	\$ 5,000
301 DEBT SERVICE FUND			
TOTAL DEBT SERVICE FUND DISBURS.	\$ 32,394	\$ 34,182	\$ 32,554
TOTAL EXPENSES	\$ 758,535	\$ 777,989	\$ 870,503

All voted in favor and the motion passed. The budget is \$37,100 more than the levy amount.

It was moved by Supervisor Hoss and seconded by Supervisor Black to approve an annual zoning certificate for Mr. Kevin Binckley. The certificate is in relation to the boarding/housing of clinic patients and families in private homes owned by Mr. Binckley. All voted in favor and the motion passed.

It was moved by Supervisor Laures and seconded by Supervisor Black to approve the new Planning and Zoning policy which includes the following changes provided by Chairman Hegrenes:

1. Section 1: Item 2.0 Ex-officio non-voting Members was removed. As a result there are no longer ex-officio members on the Planning Commission.

2. The Cascade Township Clerk/Treasurer was actually removed as an ex-officio member by the Town Board at the Township meeting on April 6, 2015.
3. The TCPA Staff removal stems from a discussion with the TCPA representative at the November 17, 2015, Planning Commission meeting. At that meeting a motion was approved by the Planning Commission to recommend to the Board the elimination of this ex-officio designation. The TCPA representative agreed; and this is also consistent with other townships they serve.

It was moved by Supervisor Black and seconded by Supervisor Hoss to approve a bid from Sim Sound in Winona for a new PA system in the Town Hall. Supervisors Hoss and Black voted in favor and Supervisors Laures and Heathman voted against. The motion failed. The Board agreed to request a site visit to comparable systems.

Lengthy discussion occurred around the Township Facebook page. The Board tabled the discussion until more information is gathered.

DISCUSSION ITEMS

It was moved by Supervisor Black and seconded by Supervisor Laures to adjourn. All voted in favor and the motion passed. The meeting adjourned at 9:10 PM.

Steve Wilson
Clerk/Treasurer
Cascade Township

Steve Wilson
Clerk/Treasurer

