

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

July 6th 2015

OPENING BUSINESS

Call to Order at 6:00 pm at the Cascade Town Hall Board Room. All in attendance recited the Pledge of Allegiance.

Those in attendance were Chairman Arlen Heathman, Supervisor Dan Frissora, Supervisor Jimmy Hoss, Supervisor Lenny Laures, Supervisor Gary Sieck and Clerk/Treasurer Steve Wilson

The minutes from the June 1st, 2015 meeting were reviewed by the Board. It was moved by Supervisor Sieck and seconded by Supervisor Hoss to approve the minutes as presented. All voted in favor and the motion passed.

CONTINUING BUSINESS

The board reviewed the Joint Powers claims and payroll. It was moved by Supervisor Sieck and seconded by Supervisor Frissora to approve the claims and payroll as presented. Supervisors Sieck, Frissora, Heathman and Hoss voted in favor and Supervisor Laures abstained. The motion passed.

The board reviewed the Cascade Township claims and payroll. It was moved by Supervisor Sieck and seconded by Supervisor Frissora to approve the claims and payroll as presented. All voted in favor and the motion passed.

The board reviewed the Cascade Township cash control statement and bank statement. It was moved by Supervisor Frissora and seconded by Supervisor Hoss to approve the cash control statement as presented. All voted in favor and the motion passed.

Deputy Sheriff Chad Miller presented a report to the board. There were 92 calls since June 1st.

The Board reviewed the monthly email and mail.

The Board provided reports to the other board members and to the citizens attending regarding meetings attended over the last month. Meetings included the Summer Short Course sponsored by MAT and ROCOG.

NEW BUSINESS

The Board reviewed the SSTS (Subsurface Sewage Treatment System) Resolution for the new septic ordinance. It was moved by Supervisor Frissora and seconded by Supervisor Laures to approve the resolution. All voted in favor and the motion passed. All board members signed the resolution along with Clerk/Treasurer Wilson.

Daniel Macintosh of the Smith Schafer Accounting Firm gave a presentation to the Board and citizens attending regarding the 2014 finances of Cascade Township. Copies of the presentation were made to all members of the board and audience. Copies of the detailed full audit report were made to the board. It was moved by Supervisor Sieck and seconded by Supervisor Heathman to accept the 2014 financial audit report. All voted in favor and the motion passed.

Supervisor Laures gave an update regarding the Planning Commission.

Jim Diephuis, the Treasurer of the Pleasant Prairie Cemetery, gave a presentation to the board including a request for a resolution of support for the detachment of the Pleasant Prairie Cemetery from the City of Rochester. It was moved by Supervisor Sieck and seconded by Supervisor Laures to provide a resolution of support to the Pleasant Prairie Cemetery. Supervisors Sieck, Laures, Hoss and Heathman voted in favor. Supervisor Frissora voted against. The motion passed.

The board reviewed the Joint Powers Service and Maintenance Agreement for 2015. It was moved by Supervisor Frissora and seconded by Supervisor Sieck to approve the agreement as presented. All voted in favor and the motion passed. Four copies of the agreement were signed by Chairman Heathman and Clerk/Treasurer Wilson and will be provided to Joint Powers, Cascade Township, Rochester Township along with legal counsel.

DISCUSSION ITEMS:

Supervisor Laures gave a road maintenance report.

Supervisor Heathman gave a report regarding the needed repairs at the Town Hall.

Nicole Brueck gave a report regarding the Annual Cascade Picnic. Ms. Brueck encouraged participation in the planning and attendance of the event.

The board reviewed the upcoming hall rentals and upcoming township related meetings. Discussion included the need to re-establish a calendar of events and meetings on the township website. This concern occurred several times in the meeting as well as the need for clearer communications regarding upcoming meetings.

Bob Lee, a resident of Cascade Township for 37 years gave a presentation to the board that included four recommendations/points regarding Township meeting policy and procedures.

ORGANIZATIONAL MEETING

The board reviewed the overall operations of the township. Given the new slate of officers, there was a need to hold an organizational meeting for the second time in 2015.

It was moved by Supervisor Sieck and seconded by Supervisor Frissora to retain Supervisor Heathman as Chair and Supervisor Laures as Vice Chair of the board. All voted in favor and the motion passed. The Clerk failed to record any votes that were abstained.

Board Members:		Next	2015	2015
Supervisor:	<u>Elected</u>	<u>Election</u>	<u>Salary/mo</u>	<u>Mtg Fee*</u>
Supervisor #1- Arlen Heathman First Elected in 1995	2013	2016	\$355.00	\$55.00
Supervisor#2- Lenny Laures First Elected in 2000	2015	2018	\$290.00	\$55.00
Supervisor #3 – Dan Frissora Appointed in 2015		2016	\$290.00	\$55.00
Supervisor #4 – Jimmy Hoss First Elected in 2015	2015	2016	\$290.00	\$55.00
Supervisor #5 – Gary Sieck First Elected in 2015	2015	2016	\$290.00	\$55.00
Clerk/Treasurer - Steve Wilson Appointed in 2015			\$625.00	\$55.00

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

Supervisors Heathman, Laures and Clerk Treasurer Wilson will form a committee to provide a report to the board in the fall regarding qualified meetings and related policy.

Deputy Clerk/Treasurer – to be determined

Board meeting Dates - - 1st Monday of each month (unless moved due to holiday)

The September, 2015 meeting will be moved to the first Tuesday, September 9, 2015.

- 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
Lenny Laures
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: Supervisor Laures and Frissora will determine names assigned to terms and report to board.
 - Commissioner 1, Term expires April 2018
 - Commissioner2, Term expires April 2016
 - Commissioner 3, Term expires April 2017
 - Commissioner 4, Term expires April 2017
 - Commissioner 5, Term expires April 2016
- Board of Adjustment (Variances) Meeting: suspended for additional discussion

It was moved by Supervisor Laures and seconded by Supervisor Heathman to appoint Supervisor Sieck as the Planning Commission member from the town board. Supervisor Heathman, Frissora, Hoss and Laures voted in favor. Supervisor Sieck abstained. The motion passed.

It was moved by Supervisor Heathman and seconded by Supervisor Frissora to appoint Supervisor Sieck as the Personnel Representative to the JPB (Joint Powers Board). Supervisor Heathman, Frissora and Hoss voted in favor. Supervisors Laures and Sieck abstained. The motion passed.

• Therefore the following appointments were set:

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

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
Electronic Data	
Copying/retrieval	\$2.00 plus time and materials
NSF Fee	\$30.00
Special Planning Commission meeting	\$300.00
Special Town Board meeting	\$350.00
Building Permits	per TCPA fee schedule
Zoning/CUP fees	per TCPA fee schedule

The board completed the list of adjustments. Supervisor Sieck moved and Supervisor Laures moved to approve the above organization of the Township operations. All voted in favor and the motion passed.

The meeting was adjourned at 9:21 pm.

Seventeen citizens registered their attendance at the meeting.

Steve Wilson
Cascade Township
Clerk/Treasurer