

## **CASCADE TOWNSHIP**

### **OLMSTED COUNTY – MINNESOTA BOARD MINUTES**

**April 7, 2014**

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

Members present were: Chairman Laures, Supervisor Arlen Heathman, Supervisor Harold Atkinson, and Clerk/Treasurer Michael Brown

Attendees present: Sheriff's Deputy Chad Miller, Jim and Sandy Hoss, Jim and Judy Larsen, Don and Ardith Ottman, Char Brown

Chairman Laures called for additional agenda items. None requested.

#### **Township Board Continuing Business.**

- A motion by Supervisor Heathman to approve the minutes from the March 3, 2014 town board meeting as published and distributed. Second by Supervisor Atkinson.  
AYE: Heathman, Atkinson, Laures  
NAY: None  
Motion Approved
- A motion by Supervisor Atkinson to approve and pay the Joint Powers bill (claim # 1589) of \$21,662.85. Second by Supervisor Heathman.  
AYE: Heathman, Atkinson, Laures  
NAY: None  
Motion Approved
- A motion by Supervisor Heathman to approve and pay the remaining Cascade bills (claim #s 1564 – 1588 & 1590) of \$11,276.57. Second by Supervisor Laures.  
AYE: Heathman Atkinson, Laures  
NAY: None  
Motion Approved
- Clerk/Treasurer Brown reviewed the financial reports.

Total receipts in March 2014 were:

1. Checking interest of \$204.88
2. Town Hall rental fee & deposit for Olmsted County of \$150.00

The Premier Bank account balance as of March 31, 2014 was \$327,476.78

The CTAS balance as of the start of this meeting is \$327,476.78

The total outstanding checks are:

1. Checks written at this meeting - \$35013.31

Ending CTAS balance on April 7, 2014 is \$292,463.47

Motion to approve the financial report was made by Supervisor Atkinson. Second by Supervisor Heathman.

AYE: Heathman, Atkinson, Laures

NAY: None

Motion Approved

- Sheriff Deputy's Report:  
94 total calls for service for the past month. 7 calls related to vehicle assists and cars in the ditch. 6 calls were related to business checks. 27 calls were for traffic enforcement.
- Mail & Meetings Review
  - Supervisor Laures attended the ROCOG meeting
  - Clerk/Treasurer Brown attended the Spring Short Course
  - Supervisors Laures/Heathman attended asphalt training
  - The township received the annual farm agreement for Darrell Schultz to farm the township acreage. Supervisor Heathman moved to approve signing the agreement.  
Second by Supervisor Atkinson.  
AYE: Heathman, Atkinson, Laures  
NAY: None  
Motion Approved

## **Township Board New Business**

### 11. Gopher Bounty Resolution

Contingent upon correcting a spelling error, Supervisor Heathman moved to approve resolution 14-004 setting the township gopher bounty at \$1.50. Second by Supervisor Atkinson.

AYE: Heathman, Atkinson, Laures

NAY: None

Motion Approved

### 12. Reorganization

Supervisor Heathman moved to appoint Supervisor Laures as the board chair. Second by Supervisor Atkinson.

AYE: Heathman, Atkinson, Laures

NAY: None

Motion Approved

Supervisor Laures moved to appoint Supervisor Heathman as the board vice-chair.  
Second by Supervisor Atkinson.

AYE: Heathman, Atkinson, Laures

NAY: None

Motion Approved

Supervisor Heathman moved to approve the following declarations

**Board Members:**

Supervisors:		<u>Elected</u>	<u>Next Election</u>	<u>2014 Salary/mo</u>	<u>2014 Mtg Fee*</u>
Supervisor #1	Arlen Heathman First Elected in 1995	2013	2016	\$290.00	55.00
Supervisor #2	Lenny Laures, First Elected in 2000	2012	2015	\$355.00	55.00
Supervisor #3	Harold Atkinson First Elected in 2003	2014	2017	\$290.00	55.00
Clerk/Treasurer -	Michael Brown First Elected in 2013, appointed in December 2012	2014	2016	\$625.00	55.00

\* Meeting fee for up to 4 hours, Double for meetings over 4 hours in a single day

Deputy Clerk/Treasurer - Gary Swenson (2014)

- Board Meeting Dates – 1<sup>st</sup> Monday of each month (unless moved due to holiday)  
September meeting on September 8, 2014 (second Monday)
- Board Meeting Time - 6 PM
- Board Meeting Location – Cascade Town Hall, 2025 75 St. NE, Rochester, MN
- Official Posting Site – Cascade Town Hall, 2025 75 Street NE
- Official Web Site – [www.cascadetownship.us](http://www.cascadetownship.us)
- Official Newspaper – Rochester Post Bulletin
- Official Depository – Premier Bank
  - Bank Account numbers and authorized check signers:
  - Premier Bank – #---1548 Michael Brown,  
Lenny Laures  
Harold Atkinson  
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 7PM (if needed) at the 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 2015 (Frissora)
    - Commissioner 2, Term expires April 2016 (Masog)
    - Commissioner 3, Term expires April 2017 (Schaap)
    - Commissioner 4, Term expires April 2017 (Brown)
    - Commissioner 5, Term expires April 2015 (Board representative)
- Board of Adjustment (Variances) Meeting:  
Meeting as part of the Town Board Meeting (as above) when needed  
4 Town Board Officers, including Clerk  
1 Planning Commission member (Chair)  
Board of Adjustment Chair: Town board Chair  
Board of Adjustment Vice-Chair: Town Board Vice-Chair  
Board of Adjustment Secretary: Town Clerk

Second by Supervisor Laures.  
 AYE: Heathman, Atkinson, Laures  
 NAY: None  
 Motion Approved

The following appointments were set:

- Planning Commission member: Supervisor Heathman
- TCPA representative: Supervisor Laures
- JPB – Personnel Representative: Supervisor Atkinson
- Animal Control Officer: Town Clerk
- Town Hall Manager: Town Clerk
- Fire Wardens – Neil Farnham, and the Town Board

Supervisor Heathman moved to set the following fee structure:

Notary Fee	\$2.00
Photo Copies or Fax per page	
Letter Size	\$0.25 (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                   \$300.00  
Building Permits                               per T.C.P.A. fee schedule  
Zoning/CUP fees                               per T.C.P.A. fee schedule

Second by Supervisor Laures.  
AYE: Heathman, Atkinson, Laures  
NAY: None  
Motion Approved

13. Street Name Signs

Supervisor Laures and the Clerk briefed the board on actions previously taken to compile the list of street name signs needed as part of the sign replacement project. The board previously approved this expenditure and the signs will be ordered through the state sign contract so no quote is needed.

14. Town Hall Landscape Maintenance

Clerk/Treasurer Brown briefed the board on the need to find a vendor to perform the town hall landscape maintenance due to the requirement for liability insurance. Landscaping is not currently within the job description of any JPB or township employee. Clerk Brown will first contact Possabilities and/or ABC to see if either of those organizations are interested before pursuing local landscape firms.

10. Kevin Binkley property non-compliance

Responding to the letter sent by the township, Mr. Binkley appeared before the board to address the noted concerns over the commercial use of his property zoned A4. Mr. Binkley stated that he had arranged to purchase another property and would be moving the commercial portion of his business off the A4 property leaving only his agricultural equipment. Mr. Binkley was also asked about his use of the residence at 5120 W. River Rd. for guest room rentals. Mr. Binkley stated that the lower level of the 5120 residence and the house at 5008 W. River Rd are both rented to Mayo Clinic patients through the Serenity Home Network. Mr. Binkley was advised that hotel operations are not a permitted use in the zoning for those properties and he was requested to contact T.C.P.A. to discuss options to bring the use into compliance. Mr. Binkley stated he would contact T.C.P.A. regarding his options. The board did not request Mr. Binkley to suspend his hotel operations pending his discussion with T.C.P.A.

15. Treasurer's Update

Clerk/Treasurer Brown provided an update on the CTAS program update, reviewed the invoice to the Byron School District for referendum expenses, advised the board that mileage

reimbursement for travel to the town hall for scheduled meetings would be discontinued, and requested the board to submit their monthly claims in a timely manner.

#### 16. Road Maintenance

The annual road inspection tour was set for Monday, April 14, 2014 at 8 AM at the town hall.

#### 17. MS4 Update

The revised MS4 application has been resubmitted

#### 18. Fee Reporting

Supervisor Laures will check with T.C.P.A. to find out if the required fee reports are being sent to the state for Cascade Township.

#### 19. DNR Response to Mathy Quarry

Clerk Brown advised the board that the DNR had determined an EIS will not be required for the proposed quarry expansion by Mathy.

#### 20. Orderly Annexation Agreement (OAA) Update

Clerk Brown advised the board that the state boundary adjustment office had rejected the OAA with the city of Rochester because there was no published notice of intent to enter into the agreement. The city will publish the notice and the agreement will be re-signed to comply with the requirements. There is no change to the agreement.

#### 23. Election Judges

Clerk Brown asked the assembled audience for election judge volunteers. Ms. Judy Larson and Mr. Jim Hoss agreed to be township election judges. Clerk Brown will contact them when the training is scheduled.

Motion by Supervisor Heathman to adjourn. Second by Supervisor Atkinson.

AYE: Heathman, Atkinson, Laures

NAY: None

Motion Approved. Meeting adjourned at 8:52 PM

Submitted: Michael Brown, Clerk/Treasurer

---

Michael Brown, Clerk/Treasurer

---

Lenny Laures, Chairman