



**CASCADE**  
**--- TOWNSHIP ---**

2025 75<sup>TH</sup> ST. NE  
Rochester, MN 55906  
[www.cascadetownship.us](http://www.cascadetownship.us)

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

April 10, 2017

**OPENING BUSINESS**

The meeting was called to order at 6:00 pm at the Cascade Town Hall. All in attendance recited the Pledge of Allegiance.

Those in attendance were Vice Chair Jimmy Hoss, Supervisor Mike Black, Supervisor Lenny Laures, Supervisor Arlen Heathman, Clerk/Treasurer Sara Rudquist. Chairman Gary Sieck was absent.

The minutes for the March 6, 2017, Board Meeting were reviewed by the Board. It was moved by Supervisor Heathman and seconded by Supervisor Black to approve the minutes as provided. All voted in favor. The motion passed.

The minutes for the March 27, 2017, Special Board Meeting were reviewed by the Board. It was moved by Supervisor Black and seconded by Supervisor Laures to approve the minutes as provided. All voted in favor, and the motion passed.

Deputy Sheriff Tracey Pagel provided a public safety report. There were 110 calls for service since the last meeting.

**CONTINUING BUSINESS**

The Board reviewed the Joint Powers claims and payroll. It was moved by Supervisor Heathman and seconded by Supervisor Black to approve the claims of \$6,116.57 and net payroll of \$10,913.10 as presented. All voted in favor. Supervisor Laures abstained. The motion passed.

The Board reviewed the Cascade Township Cash Control Statement and bank statement. Supervisor Black moved and Supervisor Heathman seconded to approve the Cash Control Statement with an end of the month balance of \$308,043.22 as presented. All voted in favor and the motion passed.

The Board reviewed the Cascade Township claims and payroll. It was moved by Supervisor Hoss and seconded by Supervisor Black to approve the current month claims of \$33,163.09 and net payroll of \$3,372.61 as presented. All voted in favor, and the motion passed.

## NEW BUSINESS/ACTION ITEMS

Citizen Mark Gerber of Cameron Drive presented a request for a service drive for ease of access to a well shared by his property and 4 other individuals. Supervisor Black moved and Supervisor Laures seconded to approve a service drive to the well as presented by Mark Gerber. All voted in favor and the motion passed.

Vice Chairman Hoss moved and Supervisor Black seconded the motion to approve the land lease agreement between Darrell and Gloria Schultz and Cascade Township for 2017. All voted in favor. The motion passed.

Clerk/Treasurer Rudquist introduced Lois Freed, the candidate recommended by the hiring committee for the position of Assistant Clerk/Treasurer. Supervisor Black moved and Supervisor Laures seconded to approve Lois Freed as recommended for Assistant Clerk/Treasurer for Cascade Township. All voted in favor and the motion passed.

Vice Chairman Hoss moved to approve the 2018 budget as recommended by the constituents at the Annual Town Meeting. Supervisor Black seconded the motion. Three voted in favor. Supervisor Heathman voted against. The motion passed.

Reorganizational items for 2017 were discussed as follows:

### 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	2017	2020	\$290.00	\$55.00
Supervisor #4 – Jimmy Hoss First Elected in 2015	2016	2018	\$355.00	\$55.00
Supervisor #5 – Gary Sieck First Elected in 2015	2016	2019	\$290.00	\$55.00
Clerk/Treasurer – Sara Rudquist Appointed in 2017			\$21.50/hr	\$55.00
Asst. Clerk/Trea. – Lois Freed Appointed in 2017			\$18.50/hr	\$55.00

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

Supervisor Black moved and Supervisor Heathman seconded to appoint Supervisor Hoss as Chairman for 2017-2018. All voted in favor. Supervisor Hoss abstained. The motion passed.

Supervisor Heathman moved and Supervisor Hoss seconded to appoint Supervisor Black as the Vice Chairman for 2017-2018. All voted in favor. Supervisor Black abstained. The motion passed.

2017 / 2018 Board Chair: Supervisor Jimmy Hoss

2017 / 2018 Board Vice Chair: Supervisor Mike Black

**NOTE:** 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** - - Second Monday of each month (unless moved due to holiday). The full 2017 calendar has already been approved by the Board and posted.

- Board Meeting time – 6:00 PM
  - Board Meeting Location – Cascade Town Hall, 2025 75<sup>th</sup> St. NE, Rochester, MN
  - Official Posting Site – Cascade Town Hall, 2025 75<sup>th</sup> St. NE, Rochester, MN
- 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     ~~Steve Wilson~~  
   ~~Gary Sieck~~  
   Jimmy Hoss  
   ~~Gary Swenson~~  
   Sara Rudquist  
   Mike Black will be added

- 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 per hour

- Town Hall rental fee- \$50.00 for residents, \$100.00 for non-residents plus \$100.00 damage deposit
- Planning Commission:
  - Planning and Zoning Commission Meeting
    - Third 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

There was discussion regarding pay for Commissioners for work done outside of the meeting times. Board recommended the Planning Commission discuss appropriate rates at the next meeting and report back to the Board a suggested hourly rate.

- Set terms:
  - Commissioner 1, Term expires April 2018
    - David Derby
  - Commissioner 2, Term expires April 2019
    - Cheryl Adolphson
  - Commissioner 3, Term expires April 2020
    - John Friederichs
  - Commissioner 4, Term expires April 2020
    - Dean Hegrenes

Supervisor Heathman moved and Supervisor Black seconded to reappoint John Friederichs and Dean Hegrenes for a 3-year term to the Planning Commission. All voted in favor and the motion passed.

- Commissioner 5, Term expires April 2018
  - Supervisor Lenny Laures is approved for one year

Supervisor Heathman moved and Supervisor Black seconded to appoint Supervisor Laures as the Board representative to the Planning Commission for one year.

The Board discussed appointing a substitute citizen representative to the Planning Commission to promote long-term viability and continuity. The suggestion was made that the substitute would be paid a regular meeting rate for each meeting attended.

Supervisor Lares moved and Supervisor Black seconded that the Planning Commission consider changing the current policy to reflect the substitute citizen representative suggestion. All voted in favor and the motion passed.

- Per Township Zoning Ordinance section 3.16  
B and Township Planning Commission Policy section 1C;

Interim Board Representative: Supervisor Jimmy Hoss is approved for one year

- Set the following appointments:

1. Planning Commission member: Supervisor Lares
2. TCPA representative: Supervisor Black
3. JPB – Personnel Representative: Supervisor Hoss

Alternate JPB Personnel: Supervisor Black

4. Animal Control Officer - Town Board
5. Town Hall Manager – Clerk/Treasurer Rudquist
6. Fire Wardens – Neil Farnham and Town Board
7. JPB Equipment Representatives – Supervisors Lares and Heathman
8. Continuous Improvement Managers –

Conditional Use Permits – Planning Commission Chair

Road Maintenance Long-term Planning – Town Board

Ordinance Maintenance – Town Board

Supervisor Heathman moved and Supervisor Lares seconded to approve items 1 through 8 as discussed. All voted in favor, and the motion passed.

**OTHER FEES**

Notary Fee	\$2.00
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Photo Copies or Fax per page Letter Size	\$.025 (up to 50 copies)
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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 materials	\$2.00/ document up to 10 pages plus time and materials
Non-Sufficient Funds 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

Supervisor Black moved and Supervisor Heathman seconded to approve the fees as written. All voted in favor. The motion passed.

### **DISCUSSION/INFORMATION ITEMS**

Clerk/Treasurer Rudquist explained the need for local photos for the new website design. Photos can be submitted to [cascadetownclerk@outlook.com](mailto:cascadetownclerk@outlook.com) over the next 2 weeks.

The annual town road tour is scheduled for Thursday, April 13, 2017, at 8:00 am. Attendees will meet at the Cascade Town Hall.

Supervisor Laures provided a Lawsuit update regarding the mediation that began January 31, 2017. Mediation continues to move forward towards a document agreeable to both parties.

Commissioner Hegrenes gave a Planning Commission report on the March 21 meeting and CUP review. CUP 2004-01 Brogan Heating and Air Conditioning was successfully reviewed. CUP 2007-01 Lisa M. Van Getson and CUP 2003-02 Bernard and Gary Leitzen are scheduled for review at the April meeting. The Salley Hill replat has requested an additional 180 day extension.

Mark Cochran provided a Road Maintenance report. Spring cleanup, sweeping and sod replacement is in process. Asphalt repair will be done when hot mix is available. New equipment purchases were approved at the recent Joint Powers meeting. There is an issue with dirt filling up a ditch area; the Johnsons should be invited to a meeting to address concerns and update the town board of their plans. Jaguar has requested permission to access the AT&T tower and trim trees as needed. Mark will address this issue. Supervisor Laures recommended considering signage on township roads for 7-ton weight restrictions.

Vice Chairman Hoss addressed some neighborhood changes and uncertainty regarding possible businesses run out of homes. Signs of anything other than a “single family home” need to be addressed.

Supervisor Laures reported on the Spring Short Course, TCPA meeting and Joint Powers meeting.

Supervisor Laures presented a letter to be sent to the DeCooks of Salley Hill Development regarding the canoe landing. Supervisor Heathman moved and Supervisor Laures seconded approval of the presented letter to be put on township letterhead and mailed. All voted in favor. Supervisor Black abstained. The motion passed.

It was noted that the upcoming meetings also include the MAT Legal Course held in Otsego, Minnesota, on April 20, 2017.

Citizen Chuck Wallace encouraged the Board to allow time and opportunity for citizens to comment regarding the lawsuit and the associated documents when said documents are available for review.

It was moved by Supervisor Black and seconded by Supervisor Hoss to adjourn. All voted in favor, and the meeting adjourned at 8:55 pm.

Ten citizens registered their attendance at the meeting.

Sara Rudquist  
Clerk/Treasurer  
Cascade Township

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Chairman Jimmy Hoss

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Clerk/Treasurer Sara Rudquist