



**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 9, 2018

**OPENING BUSINESS**

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

Those in attendance were Supervisors Gary Sieck, Dean Hegrenes, Lenny Laures, and Arlen Heathman, Clerk/Treasurer Sara Rudquist, and Assistant Clerk/Treasurer Lois Freed. Supervisor Mike Black was absent.

The minutes for the March 12, 2018, Board Meeting were reviewed by the Board. It was moved by Supervisor Heathman and seconded by Supervisor Sieck to approve the minutes as provided. All voted in favor. The motion passed.

The minutes for the Board of Canvass held on March 13, 2018, were reviewed by the Board. Supervisor Laures moved and Supervisor Sieck seconded to approve the minutes as provided. All voted in favor and the motion carried.

The minutes for the Special Board Meeting held on March 19, 2018, were reviewed by the Board. Supervisor Laures moved and Supervisor Sieck seconded to approve the minutes as presented. All voted in favor and the motion passed.

The minutes for the Annual Road Tour held on March 23, 2018, were reviewed by the Board. Supervisor Sieck moved and Supervisor Laures seconded to approve the minutes as provided. All voted in favor and the motion passed.

The Board reviewed the Annual Meeting minutes from March 13, 2018.

Deputy Sheriff Tracey Pagel presented the public safety report. There were 76 calls for service over the last month.

John Friederichs gave the Planning Commission report.

## **CONTINUING BUSINESS**

The Board reviewed the Joint Powers claims and payroll. It was moved by Supervisor Sieck and seconded by Supervisor Heathman to approve and pay the claims of \$10,565.23 and net payroll of \$8,730.68 as presented. All voted in favor. The motion passed.

The Board reviewed the Cascade Township Cash Control Statement and bank statement. Supervisor Sieck moved and Supervisor Lares seconded to accept the Cash Control Statement with an end-of-the-month balance of \$377,913.48 as presented. All voted in favor and the motion passed.

The Board reviewed the Cascade Township claims and payroll. Supervisor Heathman moved and Supervisor Sieck seconded to approve and pay the current month's claims of \$25,768.02 and payroll of \$5,033.85 as presented. All voted in favor, and the motion passed.

## **NEW BUSINESS/ACTION ITEMS**

Roger Ihrke of TCPA presented the Easement Alteration application for Majestic Meadows and accompanying resolution. Supervisor Heathman moved to open the public hearing. Supervisor Sieck seconded. All voted in favor and the motion carried. Chairman Lares opened the public meeting and made 3 calls for comments supporting and 3 calls for opposing comments with no response to either. Supervisor Heathman moved to close the public hearing. Supervisor Sieck seconded; all voted in favor and the motion carried. Supervisor Sieck moved and Supervisor Hegrenes seconded to approve the petition as presented by staff. All voted in favor. The motion passed.

Roger Ihrke of TCPA presented the Metes and Bounds Subdivision request of Michael Coates, 4410 19<sup>th</sup> Street NW, Rochester, MN 55901. Supervisor Sieck moved to approve the Metes and Bounds Subdivision with the conditions noted by staff: the owner and/or applicant provides a completed survey indicating that the proper setbacks per the Cascade zoning ordinance have been met; said survey is to include a written easement for access, water and wastewater and other utilities; well and septic agreements must be provided for recording. Supervisor Hegrenes seconded. All voted in favor and the motion carried.

Supervisor Heathman moved and Supervisor Sieck seconded to accept all the quotes as presented for use in Cascade Township. All voted in favor and the motion passed.

Supervisor Heathman moved and Supervisor Hegrenes seconded to accept the bids as presented for Cascade Township. All voted in favor and the motion passed.

Supervisor Sieck moved and Supervisor Hegrenes seconded to accept the recommendations as presented at the road tour: put wear on 7<sup>th</sup> Street at an approximate cost \$74,532.03; finish Chippewa subdivision with crack filling and seal coating at an approximate cost of \$50,000.00; put wear on Windbreak Court NE at an approximate cost of \$35,627.95; put wear on Shady Lane at an approximate cost of \$25,082.90; mill 65<sup>th</sup> Street NW and turn into a gravel road from approximately 50<sup>th</sup> Ave. to 60<sup>th</sup> Ave. at an approximate cost of \$29,040.00. The remaining balance of the budget (\$75,717.12) will be used for miscellaneous paver patches throughout the township. All voted in favor and the motion passed.

There was discussion regarding dangerous dog procedures. Suggestions were made to contact the state Attorney General for an opinion regarding liability and responsibility and to draft a letter to the county

sheriff detailing Cascade Township’s position regarding liability and responsibility. Supervisors Laures and Sieck will follow up on this.

Supervisor Heathman moved and Supervisor Sieck seconded to approve Resolution Establishing a Policy for the Compensation and Reimbursement of Town Officers (Resolution 2018.04.01). All voted in favor and the motion passed.

The Board discussed the following reorganizational items:

**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	2018	2021	\$290.00	\$55.00
Supervisor #3 – Mike Black First Elected in 2016	2017	2020	\$355.00	\$55.00
Supervisor #4 – Ordean Hegrenes First Elected in 2018	2018	2021	\$290.00	\$55.00
Supervisor #5 – Gary Sieck First Elected in 2015	2016	2019	\$290.00	\$55.00
Clerk/Treasurer – Sara Rudquist Appointed in 2017			\$22.00/hr	\$55.00
Asst. Clerk/Treas. – Lois Freed Appointed in 2017			\$19.00/hr	\$55.00
Deputy Clerk/Treas. – Gary Swenson Appointed in 2018			\$22.00/hr	\$55.00

2018 / 2019 Board Chair: Supervisor Mike Black  
 2018 / 2019 Board Vice Chair: Supervisor Lenny Laures

**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: Premier Bank #----1548  
 Authorized check signers: Sara Rudquist, Mike Black, Lenny Laures, Arlen

Heathman

- Town Credit Card – Premier Bank  
Authorized users: Supervisor Mike Black, Clerk/Treasurer Sara Rudquist
- Gopher Fee - \$1.50 (Set by on-going Board Resolution)
- Head Election Judge and Election Judge pay rate \$15.00 per hour
- Clerk/Treasurer – Head Election Official rate regular Clerk/Treasurer hourly rate
- Township official labor rate \$16.50 per hour
- Mileage rate – National rate of \$0.545 per mile
- Town Hall rental fee – \$50.00 for residents, \$100.00 for non-residents plus \$100.00 damage deposit per rental
- 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 or half-day training. \$50.00 per meeting for Chair and Scribe
  - Hourly Rate: \$16.50/hr for work authorized by Planning Commission and site visits
  - Set terms:
    - Commissioner 1, Term expires April 2021  
Nicole Brueck
    - Commissioner 2, Term expires April 2019  
Cheryl Adolphson
    - Commissioner 3, Term expires April 2020  
John Friederichs
    - Commissioner 4, Term expires April 2020  
Dana Duffield
    - Commissioner 5, Term expires April 2019  
Supervisor Hegrenes is approved for one year
    - Associate Commissioner  
\*\*TBD
  - Per Township Zoning Ordinance section 3.16B and Township Planning Commission Policy section 1C;  
Interim Board Representative: Supervisor Laures is approved for one year
- Set the following appointments:
  1. Planning Commission member: Dean Hegrenes
  2. TCPA representative: Arlen Heathman
  3. JPB – Personnel Representatives: Mike Black and Gary Sieck
  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: Lenny Laures and Arlen Heathman
  8. Continuous Improvement Managers:  
Conditional Use Permits – Planning Commission Chair

Road Maintenance Long-term Planning – Town Board  
Ordinance Maintenance – Town Board

**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	Set 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
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 Sieck moved and Supervisor Hegrenes seconded to approve the reorganizational plan as presented. All voted in favor and the motion carried.

Roger Irhke of TCPA presented the packet for the rezoning application from Milestone Materials that will be discussed by Attorney Ken Bayliss at the upcoming Planning Commission meeting.

**DISCUSSION/INFORMATION ITEMS**

Road Maintenance Supervisor Mark Cochran presented the road report. He thanked those who attended the Annual Road Tour. Jaguar presented applications for more work in the township. Supervisor Sieck moved and Supervisor Heathman seconded to continue the bonding and phased work for Jaguar. All voted in favor and the motion carried. Supervisor Sieck moved and Supervisor Laures seconded to allow a performance bond of \$5,000.00 for frequent users of the permit process as an option to the normal permit process. All voted in favor and the motion passed. Mark Cochran presented maps of 60<sup>th</sup> Avenue, 19<sup>th</sup> Street, and 65<sup>th</sup> Street, detailing the boundaries of Cascade Township in these areas.

Board reviewed Town Hall Rental Policy. Clerk/Treasurer Rudquist should edit and present these suggestions at the next board meeting.

Election Judge list was presented. Supervisor Hegrenes will review and update.

Charter Communications franchise agreement renewal letter was discussed. Clerk shall make them aware of the next Board meeting date.

Cheryl Adolphson of the Planning Commission presented questions regarding Wilmar v. Cascade Township. Attorney Ken Bayliss will attend the Planning Commission meeting on April 17 to present the rezoning application. He will be available to review the lawsuit.

There was discussion regarding the CUP review process and who will be responsible for correspondence in the future. Clerk's office is available to provide support for the Planning Commission.

Supervisor Laures reported on the People's Coop meeting. Supervisor Hegrenes reported on the MAT Spring Short Course.

Supervisor Sieck moved and Supervisor Heathman seconded to approve an expenditure up to \$1,000.00 for G3 to review and make drawings for driveway engineering for the ordinance review. All voted in favor and the motion passed.

It was noted that upcoming meetings include the following:

- OCTOA Banquet – Friday, April 13, 5:30pm.
- MS4 Audit – Monday, April 16, 1:30pm. Cascade Town Hall.
- Board of Appeal and Equalization – Tuesday, April 17, 9:30am – 10:00am.
- Planning Commission – Tuesday, April 17, 7:00pm.
- MAT Town Law Review – Thursday, April 19, 8:30am – 3:30pm. Burnsville, MN
- Sheila Craig and Partners meeting – Monday, April 30, 9:30am. Government Center Conference Room 104

Supervisor Sieck moved and Supervisor Heathman approved to allow Clerk/Treasurer Rudquist to pursue landscaping around the flagpole with an expenditure up to \$1,200.00. All voted in favor and the motion passed.

Chuck Wallace and David Derby commented regarding the lawsuit and potential CUP.

It was moved by Supervisor Sieck and seconded by Supervisor Hegrenes to adjourn. All voted in favor, and the meeting adjourned at 9:55pm.

Ten citizens registered their attendance at the meeting.

Respectfully submitted,

Sara Rudquist  
Clerk/Treasurer  
Cascade Township

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Chairman Mike Black

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Clerk/Treasurer Sara Rudquist