



CASCADE
--- TOWNSHIP ---

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

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

April 12, 2021

OPENING BUSINESS

The meeting was called to order at 6:00pm in person at the Cascade Township Hall and via the call-in declaration as set by Chairman Heathman. All in attendance recited the Pledge of Allegiance.

Those in attendance were Supervisors Gary Sieck, Dean Hegrenes, Mike Black, Teresa Walters and Arlen Heathman, Road Maintenance Supervisor Mark Cochran, Clerk/Treasurer Sara Rudquist, Assistant Clerk Lois Freed.

The minutes for the March 8, 2021, Board Meeting were reviewed by the Board. It was moved by Supervisor Black and seconded by Supervisor Sieck to approve the minutes as provided. All voted in favor. The motion passed.

The Board reviewed the Annual Meeting Minutes for March 9, 2021. Minutes will have final approval at the 2022 Township Annual Meeting.

The minutes for the March 9, 2021, Board of Canvass Meeting were reviewed by the Board. It was moved by Supervisor Black and seconded by Supervisor Hegrenes to approve the minutes as provided. All voted in favor and the motion carried.

The minutes for the Annual Road Tour held on March 22, 2021, were reviewed by the Board. There was discussion regarding the attached notes document from the tour. Supervisor Sieck moved and Supervisor Black seconded to remove the "Projected Date" column from the document when attached to the minutes. Four supervisors voted in favor with Supervisor Walters opposing. Motion carried. Supervisor Sieck moved and Supervisor Heathman seconded to approve the amended minutes. All voted in favor and the motion passed.

Deputy Sheriff Dean Thompson presented the public safety report. There were 94 calls for service since the last meeting. There was discussion regarding the barriers on 65th Street NW. The Board directed Clerk Rudquist to invite Chief Deputy Terry Waletzki to attend the May meeting as proposed to discuss the Law Enforcement Contract.

CONTINUING BUSINESS

The Board reviewed the Joint Powers Board claims and payroll. It was moved by Supervisor Hegrenes and seconded by Supervisor Black to approve and pay the Cascade Township portion (\$31,111.65) of the total claims including net payroll of \$16,983.40 as presented. All voted in favor and the motion passed.

The Board reviewed the Cascade Township Cash Control Statement and bank statement. Supervisor Black moved and Supervisor Sieck seconded to accept the Cash Control Statement with an end-of-the-month balance of \$584,550.74 as presented. All voted in favor and the motion passed.

The Board reviewed the Cascade Township claims and payroll. Supervisor Black moved and Supervisor Sieck seconded to approve and pay the current month's claims of \$55,276.57 and gross pay of \$6,748.27 as presented. All voted in favor. The motion passed.

NEW BUSINESS/ACTION ITEMS

Supervisor Heathman began discussion with Mr. Dave Derby (call-in attendance) regarding the driveway permit application submitted and the 3 items sent forward from previous meetings. The requested core sampling is scheduled with Chosen Valley as approved by the township engineer. A plan was presented and action has been taken for drainage in regard to Mr. Heathman's driveway issue. It will be monitored during any future rain events. Mr. Derby reported that the driveway permit application has been corrected with Mr. Roger Ihrke, TCPA, to read "Cascade Township" rather than "Salem Township" as presented.

Citizens Tim McMillan (6327 Oak Meadow), Nancy Stewart (6320 Oak Meadow), Gene Enos (6317 Oak Meadow), Drew Evans (6215 Oak Meadow) asked questions and expressed concerns. Supervisor Black moved and Supervisor Sieck seconded to approve the access permit application subject to the termination of the current driveway with a completion date set as September 1, 2021. Supervisor Black amended his motion to include that the barricades be removed from the easement access that is being permitted. Supervisor Sieck seconded the amendment. Supervisor Black made a second amendment to include a contingency of signature on the shared driveway agreement and the approval signature from the TCPA. Supervisor Sieck seconded the additional amendment. All voted in favor and the motion with 2 amendments carried. The board directed Mark Cochran to remove the barricades.

Mr. Kevin Graves reported on the progress of the Subordinate Service District. Supervisor Sieck moved and Supervisor Walters seconded to set a special meeting for a progress update about the Subordinate Service District on Tuesday, May 4, 6:00pm. Supervisor Sieck amended the motion to Wednesday, May 5, 6:00pm. Supervisor Walters seconded the amendment. All voted in favor and the motion passed. Supervisor Black moved to approve the Professional Services Agreement as presented by WHKS. Supervisor Hegrenes seconded. Supervisor Black amended his motion to include the contingency that the agreement be reviewed and approved by the township attorney. Supervisor Hegrenes seconded the amendment. All voted in favor and the motion with amendment passed.

The board discussed recent maintenance of 65th Street NW, a portion of roadway taken over by the City of Rochester with the annexation of adjacent property. Dillon Dombrovski, City of Rochester, has been the contact. Township will send the invoice for work on the city portion of the road to Mr. Dombrovski for reimbursement.

Road Maintenance Supervisor Mark Cochran gave his report. There is a plugged pipe that clears a watershed area of 55th Street NW and runs across the mobile home park. The townships will need easements from the park in order to repair it. Mark would like to use a different type of pipe due to the length and various obstacles to work around. The board requested a cost estimate and more information regarding easements needed with this item added to the agenda for the special meeting set for May 5. Road crew has been doing prep work on St. Mary's Drive. Supervisor Sieck moved and Supervisor Hegrenes seconded to approve the recommended road work for 2021 as set at the road tour*. All voted in favor and the motion passed.

*Excerpt from Road Tour Minutes:

Highest Priority – Urgently Needed:

- *55th Street including Portland Court NE: Road reclaim and reconstruct; culvert replacements; ROW and ditch work (including tree removal and reshaping in some areas); some additional work on Portland Court for better turnaround that may require easements or permissions from land owners yet to be determined. This all needs to be tied in and coordinated with the Subordinate Sewer District construction work this season.*
- *Quarry Court NE: Needs reclaiming. This roadway was skipped over during previous years' work in the subdivision due to the poor condition of Quarry Court.*

Priority #2

- *St. Mary's Hills roadways including St. Mary Drive NW (T-804) and Harvest Avenue NW (T-805 and T-806): Needs reclaiming and additional ROW work, culverts and some additional tree and stump removal. Much of the work for ROW clean-up was completed last fall.*
- *Cameron Drive NW: Needs short paver patch across section of roadway that was dug up last fall for culvert replacement.*
- *Buckthorn Drive NW: Needs an approximate 100-foot paver patch for some areas of roadway near the entrance off the county roadway to repair some sunken areas on Buckthorn Drive.*
- *Kristin Lane NW: Needs about 400-feet of paver patch. Remaining part seems to be standing up after the seal coating and crack filling of a couple years ago.*
- *Oakmere Lane NW: Some seal coating needed if money allows it; tree in the corner needs removal.*

Priority #3

- *Carrington Lane NW: Crack fill recommended if money available to allow for it.*
- *Chelsea Lane NW: Some patching with a mastic-type product needed close to the intersection with 7th Street NW if money is available to allow for it.*

The Board reviewed the 2021-2022 Reorganizational Items as presented. Supervisor Hegrenes moved and Supervisor Sieck seconded that the monthly salary for supervisors be increased by \$100 per month leaving the meeting fees and hourly rate as is. Four supervisors voted in favor, and Supervisor Black opposed. Motion carried.

Supervisor Hegrenes moved and Supervisor Sieck seconded to increase the Planning Commissioners' meeting rate to \$55 per meeting with the Chair and Scribe at \$65 per meeting and the hourly rate remaining the same. All voted in favor and the motion passed.

Supervisor Sieck moved and Supervisor Black seconded to reappoint Nicole Brueck to a 3-year Planning Commissioner term. All voted in favor and the motion carried.

Supervisor Black moved and Supervisor Walters seconded to set the remaining reorganizational appointments and items as discussed. All voted in favor and the motion passed.

DISCUSSION/INFORMATION ITEMS

Cheryl Adolphson gave the Planning Commission report. Commissioner David Lucas has submitted his resignation. Board affirmed the Planning Commission can set reorganizational appointments within its structure as they see fit.

Assistant Clerk Lois Freed presented the board with the following questions:

1. April 8 I was asked to work on a JPB filing project. Does the board approve the ask? If so does it take priority over my current Cascade project?
2. Going forward will I be working on JPB projects?
3. Will the board be cutting my hours to a max 5 hours per week within the next year?

Board directed Lois follow the guidance of Clerk Rudquist in regards to her work and priorities as the Assistant Clerk/Treasurer Job Description spells out. Hours will be reviewed as various tasks reach completion. JPB filing projects are being covered by both the Rochester Township Assistant Clerk and the Cascade Township Assistant Clerk.

Board reviewed the township mail.

It was noted that a quorum of the Cascade Town Board may be present at the following meetings:

- Tuesday, April 20, 9:30am – Board of Appeal and Equalization meeting
- Tuesday, April 20, 6:00pm – Planning Commission Meeting

It was moved by Supervisor Heathman and seconded by Supervisor Sieck to adjourn. All voted in favor, and the meeting adjourned at 9:42pm.

Eleven citizens registered their attendance at the meeting in person and calling in.

Respectfully submitted,

Sara Rudquist
Cascade Township Clerk/Treasurer

Chairman Gary Sieck

Clerk/Treasurer Sara Rudquist