



CASTLE ROCK TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES
April 13, 2021

The regular monthly meeting of the Board of Supervisors of Castle Rock Township was convened on April 13, 2021. Present were: Kelly Elvestad (Chair), Sandy Weber (Vice-Chair), Jon Juenke, Dave Nicolai and Pete Schaffer, Rhonda Rademacher (Treasurer), Molly Weber (Clerk). Others present were: Norbert Kuhn, Mark Wood, Louis Becker, Roy Becker, Brandon Naze, Emma Otto, Mark Henry, Brad Medzis, Braden Schuenke, Camila Ciampolini, Cathy Johnson and Mr. Osman (for the Al Maghfirah Cemetery) was on via zoom.

Chair Kelly Elvestad called the meeting to order at 7pm and the Pledge of Allegiance was recited.

APPROVE AGENDA

Kelly Elvestad made the following additions to Unfinished Business: 1. Prairie View Estates Land Disturbance Application
2. Ending Zoom and Moving to In Person Meeting. Pete Schaffer made the following additions to New Business: 1. Question about an outside audit and to Clerk Report: 1. Website.

Dave Nicolai made a motion to approve the agenda after the changes. Sandy Weber seconded. Motion carried.

CONSENT AGENDA REVIEW/APPROVE

1. February 24, 2021 Annual Board of Audit Minutes
2. March 8, 2021 Board of Supervisors Meeting Minutes
3. March 9, 2021 Annual Meeting Minutes (Rhonda Rademacher, Moderator and Molly Weber, Clerk) to sign draft minutes

Dave Nicolai made a motion to approve all 3 sets of minutes. Jon Juenke seconded. Motion carried.

PUBLIC COMMENT

N/A

PRESENTATIONS

N/A

ROAD REPORT

- **Gravel Quotes submitted by Castle Rock Materials and Anderson Rock and Lime** – Castle Rock Materials is \$10.40/ton for gravel and Anderson Rock and Lime is \$11.00/ton. Mark Henry recommended both contractors for spot gravel and suggest Denmark be awarded to Castle Rock Materials **Dave Nicolai made a motion to approve Spot Gravel, project #8 to both contractors. Sandy Weber seconded. Motion carried. Sandy Weber made a motion to approve project #2-Denmark to Castle Rock Materials. Pete Schaffer seconded. Motion carried. Jon Juenke made a motion for project #1-Biscayne (240th to 225th), #3-250th Street (Biscayne to Alverno), #4-250th St to Alverno, #5-270th St, #6-Akron, #7-250th St be awarded to Anderson Rock and Lime. Pete Schaffer seconded. Motion carried.**
- **Road Restriction Application Form** – road restrictions at 8 ton per axel went off on 4/8/21. Mark will assess the road ahead of time and will approve if heavy load can come through or not. Road restriction permit document was updated to reflect that Township reserves the right to require an Escrow based on recommendation of Road Supervisor.
- **Empire Treatment Plant** – hope to start hauling in about 3-4 days, beginning of next week. Will have to stop work if road can't take it. Berg is ready to roll. It will be about 2-3 days of hauling and 4 days to spread. Road Supervisor recommended playing it by ear and Mark Henry and Jon Juenke can make suggestions on what to do. It was decided they should favor using Annette. **Dave Nicolai made a motion that Mark Henry be the point of contact and he should work with Jon Juenke and tell Brad if they need to change course. Sandy Weber seconded. Motion carried.**
- **Mowing Ditches** – FYI current guy mowing ditches may be retiring.
- **275th Culvert Replacement** – FYI this needs to be redone.

PLANNING COMMISSION UPDATE

- Mark & Pam Wood, permit to add 3 gable roofs to house @ 2902 245th Street East, Hampton, MN
- Becker Property, ? about a buildable if the do a property split on PID#07-00100-26-010 Farmington, MN ~ could they do the 165' of frontage on Blaine & attach to new property ~ Kelly thinks the 1200' driveway restriction does not apply since there is an existing structure (legal non-conforming use)
- Niel Peterson ~ ? about building a new house on his property @ 22915 Annette Avenue, Farmington, MN ~ can he stay in existing home on that property while building new home then remove old home once new one built
- Braden Schuenke, permit for new pole shed @ 4204 240th St W, Farmington, MN
- Norbert Kuhn ~ parcel split of PID# 07-02600-25-010, 1888 260th Street, Randolph, MN
- Jerry Larson ~ Antenna with base ~ 50 feet ~ for personal wifi ~ @ 22355 Berring Avenue, Castle Rock, MN
- Brandon Naze ~ Re-roof and remodel interior permit @
- John Hofacker ~ add 2 stall garage and add addition to existing shed that is not AG (waiting for information)
- Interim Use Permit ~ Glen ~ Switzer Nursery ~ 26601 Chippendale Ave (may not come until April)
- Ron Smith ~ wondering if there is a Building Right on PID#07-01800-90-020 owned by Jana Maye Kutnink-Garlick that he can move to his property PID#07-01800-15-010
- Jim Hedlund ~ wondering about buildable lots on the following PID#: 07-01200-80-011, 07-01200-80-030, 07-01200-80-012, 07-01200-80-020
- Dave Nicolai ~ building permit for new home on PID#07-01100-26-010

Becker Property-Louis and Roy Becker presented a survey. They need a driveway to go with the back 13 acres. The Becker's were advised that the driveway would need to be part of the parcel in the back to create a flag shape parcel. The easement would need to be part of the split along with 165' of road frontage since there is only one way in and one way out with the bridge that currently goes over the creek.

Ron Smith was advised that his request to move a building right from PID#017-01800-90-020 to his property on

PID#07-01800-15-010 would not work since it would be transferring from one section to another and not from front to back.

REVIEW/APPROVE

- **Mark & Pam Wood, permit to add 3 gable roofs to house @ 2902 245th Street East, Hampton, MN – Dave Nicolai made a motion to approve the permit to add 3 gable roofs to house @ 2902 245th Street East, Hampton, MN. Pete Schaffer seconded. Motion carried.** Payment was collected and permit was given to Mark Wood.
- **Braden Schuenke, permit for new pole shed @ 4204 240th St W, Farmington, MN – Braden Schuenke stated that Inspectron has been very helpful to him. Dave Nicolai stated that he observed Braden doing a great job as a new Planning Commission member. Dave Nicolai made a motion to approve the new pole shed @ 4204 240th Street West, Farmington, MN for Braden Schuenke. Sandy Weber seconded. Motion carried.** Payment was collected and Braden was given his permit.
- **Norbert Kuhn ~ parcel split of PID# 07-02600-25-010, 1888 260th Street, Randolph, MN – Norbert was requesting a parcel split on PID#07-02600-25-010 for a buildable. The buildable has not yet been requested. This property is in AG Green Acres but that does not affect a parcel split, aside from additional fees at the County. Jon Juenke made a motion to approve the parcel split of PID#07-02600-25-010 for Norbert Kuhn. Dave Nicolai seconded. Motion carried.** Norbert will come back to the office with payment for the Parcel Split permit.
- **Brandon Naze - Re-roof and remodel interior permit @ 1520 220th St W, Farmington, MN – Brandon Naze is looking to do an interior remodel due to water damage. There is no change to the footprint. Brandon is working with Inspectron and will give Julie at Inspectron a scope of work for the project. Jon Juenke made a motion to approve the interior remodel @ 1520 220th St W, Farmington, MN for Brandon Naze contingent on Inspectron's approval. Sandy Weber seconded. Motion carried.**
Dave Nicolai excused himself from the meeting.
- **Dave and Michelle Nicolai ~ building permit for PID#07-01100-26 – Setbacks look good. Dave's engineer talked to Ron at Inspectron last week. Pete Schaffer made a motion to approve Dave and Michelle Nicolai building permit for a new home at PID#07-01100-26-010. Sandy Weber seconded. Motion carried.**
Dave Nicolai rejoined the meeting.
- **New Building Permit Application – Board of Supervisors said new application looked good. They advised putting revised date on forms going forward. They said only need to come before the Board of Supervisors if bigger changes happening to forms otherwise approved for Clerk Molly Weber to make minor changes without approval. Pete Schaffer made a motion to approve the newly revised Building Permit Application. Sandy Weber seconded. Motion carried.**
- **AG Preserve Paperwork – Board of Supervisors to Approve and Kelly Elvestad to sign, Molly Weber to mail to Dakota County. Dave Nicolai made a motion to approve the AG Preserve documents for 3 re-enrolling: Perry, Harstad, and Zellmer and 2 new AG Preserve: both for Braun. These were all filed at Dakota County 4/29/21.**

UNFINISHED BUSINESS

- **Ordinance Book Update** – Jane sent a clean copy of the redlines incorporated – she has a question on a conflict so once that is resolved I will get copies printed (I have requested a quote for this since our copy machines are not the greatest for this sort of job) – nothing has changed, just codified the outstanding amendments. Solar will need to be addressed. **Dave Nicolai made a motion for Molly Weber to get copies printed for everyone. Jon Juenke seconded. Motion carried.** Jon Juenke excused himself from the meeting.
- **Prairie View Estates Stormwater Agreement**
- **Prairie View Estates Development Agreements**
- **Prairie View Estates Soil Erosion/Land Disturbance Application~4/7/21** Molly and Jon re-signed-Jon's lawyer filed at **Dakota County**
Nothing has been changed to the 3 Prairie View Estates documents above. Kelly Elvestad and Molly Weber resigned the 3 documents due to an administrative change. Lani Leichty wants an easement filed with the Plat for Prairie View Estates. Lani will sign off on them once Jon's engineer is done with them. Kelly Elvestad asked if Jon could break ground even though the easements were not back. Dave Nicolai and Pete Schaffer agreed to let Jon break ground as long as no permits were issued until the easements are returned from Jon's engineer. The easement will need to be sent to the Township and Dakota County. The easement must be attached to each building permit where they must maintain it as the property owner.
- **Prairie View Estates Parcel Splits from 1 parcel to 9 parcels ~ filed & complete per Dakota County 4/2/21 - FYI**
Jon Juenke returned to the meeting.
- **LKQ Update – Stormwater Maintenance Agreement** Kelly Elvestad will send to **Andy Andreasik to get signatures of the Faustus and their spouses – I have not received these yet** – Kelly reached out to Andy and we still have not received these yet.
- **LKQ update – 2nd As Built bill for \$765.00 payment was received on 3/16/2021 - FYI**
- **Al Maghfirah Cemetery Update – Stormwater Agreement** emailed copy to Board of Supervisors ~ have requested Jane correct the clerk name and lawyer name – Board of Supervisors need to approve the 90 day change, nothing else is changing aside from the 2 edits of names on the document – Cemetery requested we change the requirement for getting the Maintenance Schedule back to us from 30 days to 90 days. **Dave Nicolai made a motion to approve the requirement to get the Maintenance Schedule back to us from 30 days to 90 days. Pete Schaffer seconded. Motion carried.** Molly Weber sent an email to the Cemetery's attorney confirming a good contact which is Mr. Osman. They will need to sign the document with the requested change and send them back to us. We will need to collect the Land Disturbance permit fee and then they can break ground. All of this was approved July 2020. Mr. Osman said he did not have nothing to add. On 04/14/21 Molly Weber sent an email to Mr. Osman on how he wanted to proceed with the next steps. As of 05/04/21 Molly Weber has not heard anything back so sent a reminder email along with the Stormwater Maintenance Agreement attachment to be signed. Kelly Elvestad asked Mr. Osman if he wanted to sign and send in the fee. Mr. Osman stated he will let us know how they want to handle it.
- **Dog at Large Update – Molly Weber will send a recap to Jane and Bob for guidance** – Molly Weber reviewed previous notes on this and discovered the documents from Jason Hill needed to be sent to the Sheriff office at Dakota County for the Judge to review. These documents were mailed to Dakota County 04/27/21.
- **Jerry Larson Application Update ~ incomplete application letter sent 3/23/21** – Jerry Larson came to the last Planning Commission meeting with FCC paperwork saying that the Township cannot trump Federal Law. Larson basically said he was going to put up this tower anyway. The Township can do more than what State or Federal Law says but they cannot do less. March 21, 2021 restricts local authority from restricting personal use antenna. Neighbor to Larson, Cathy Johnson said she was at the last Planning Commission meeting and called JTN the next day to investigate. JTN stated Larson was in business and in a cooperative agreement with JTN to supply internet for the neighbors. Cathy stated she is all for internet and things the township should reap the benefits and find the best placement for the tower. Neighbors, Mark and Terry Pearson were concerned about this huge hole. This is not for his personal use, it is for a business. Cathy believes the Township needs to look at the pros and cons and see what is best for the community. Cement does not need a permit but anything requiring a base is a structure that requires permitting. RR1 Communication is not a permitted use in RR1 in our ordinance if anyone else is getting it. Ben, from JTN has moved on since wants to work with the township. Jerry Larson was mailed a letter on 03/23/21 that his application was incomplete. Township Attorney Bauer stated the Board of Supervisors can override our Ordinance. If the Township was going to consider it, it should be done by a Variance. Resident, Norbert Kuhn stated the Township cannot collect and make money.
Braden Schuenke asked about the 60 day rule with permits. If we don't let the resident know within 15 days that it is incomplete we need an extension. Once deemed complete we have 60 days to act on it. Board of Supervisors could extend it 60 more days but must act at the 120 day mark. If 62 days goes by without our action then it has to be automatically granted.

- **JTN Wi-Fi Communications Update** – JTN stated they want to know our process for a Conditional Use Permit since the Nike Airbase my want to do the internet. Ben from JTN wants Kelly Elvestad to check with Great River Energy to co-locate. Ben from JTN stated he may attend the May Board of Supervisors meeting.
- **Change Door Locks** – Rhonda stated keys are all back and combination is changed. Board of Supervisors is comfortable with that
- **Ending Zoom Meetings** – there is a formal way to end Zoom. Board of Supervisors decided to keep it as is for now. Kelly Elvestad will check with MATIT for ideas.

NEW BUSINESS

- **Mowing Bids submitted by Aaron Ehlers dba: Ehlers Service and Plowing and Ottomatic** – Jon Juenke recommended that it is time for a change. Emma Otto from Ottomatic said they would drag the ball field free of charge. Emma Otto stated she was licensed as a commercial sprayer and fertilizer. She stated mowing season is normally May – November and sometimes into December. The Contract is May 1 – to October 31, about 26 weeks. Emma stated the ground needs to be 70 degrees before she can spray or fertilize. The bid is a per time basis where they will assess if they need to mow or not. **Jon Juenke made a motion to change to Ottomatic this year to do all spraying, fertilizing, and mowing. Pete Schaffer seconded. Motion carried.** Aaron Ahlers will need to be notified he did not get the bid this year.
- **Curb and Sidewalk Bid submitted by Frandrup Masonry** – Dave Nicolai stated Frandrup Masonry bid was good and their work is great! Pete Schaffer stated it would be forever. **Dave Nicolai made a motion to accept the Frandrup Masonry and Distinctive Landscape bids for work out front of Town Hall. Pete Schaffer seconded. Motion carried.** Molly Weber and Rhonda Rademacher will coordinate the work.
- **Landscape Bid submitted by Dakota Turf and Distinctive Landscapes**
- **Inspectron ~ Reorganization minutes stated contract expires June 30, 2020 with provision that agreement may be automatically extended** – Add Inspectron contract to May meeting.
- **Planner ~ should they attend our Meetings** – Dave Nicolai said Jim Heiman should assess if Planner should be at the meetings or not. Planner should be there unless Jim says no. Kelly Elvestad asked if Planner should walk through Ordinance Manual at the same time. Pete Schaffer thought it would be good to do that. Sandy Weber stated Dakota County CDA for Block Grants for this. Planner is good to apply for grants. Sandy Weber will reach out to Maggie Dykes about grants.
- **Outside Audit** – Pete Schaffer stated we should do one every 3-5 years. Dave Nicolai said Rhonda Rademacher should call around for quotes and options.

COMMITTEE REPORTS

- **Sandy Weber – Dakota County Township Officer Spring Meeting** – Biosolids coming soon in the Fall Meeting. Dakota County Community Development Block Grant Mitigation. Resolution that was voted on and approved. Talked about a shooting in Empire.
- **Sandy Weber – Cannon River Joint Powers Board Meeting** – Sandy signed the Joint Powers Agreement. Mike Slavik was elected to the Executive Board. Le Sueur County to get septic compliance updates.

TREASURER'S REPORT

- Receipts \$27,608.46
- Current Investments \$848,399.77
- **Jon Juenke made a motion to approve the receipts at \$27,608.46 and the current investments at \$848,399.77. Dave Nicolai seconded. Motion carried.**

REVIEW PAYROLL AND CLAIMS

- Payroll: \$6,184.75 Check # 10118-10132
- Claims: \$10,837.30 Check # 10133-10152
- Total: \$17,022.05

Sandy Weber made a motion to approve payroll at \$6,184.75, check#10118-10132 and claims at \$10,837.30 check#10133-10152 for a total of \$17,022.05. Pete Schaffer seconded. Motion carried. Payroll checks were printed mistakenly with the date of 04/12/21. Meeting was held on 04/13/21. Checks were signed and distributed on 04/13/21.

CLERKS REPORT

- Planning Commission and Board of Supervisors to fill out & sign own timesheets going forward - FYI
- 2020 Annual Fire Report from City of Farmington – clerk has copy for review
- Email from MN Department of Agriculture – as of March 24, 2021 MDH formally approved the Hastings Wellhead Protection Plan
- March Permits ~ 3 permits ~ 1 siding, 3 reroof, 2 window/door replacement, 1 accessory building, 1 demolition, 1 interior remodel, 2 right of way, 1 road restriction
- Website – Request permit forms from Inspectron and add logo to them

ADJOURN

Jon Juenke made a motion to adjourn meeting at 9:45pm. Pete Schaffer seconded. Motion carried.

Date Signed

6/14/21

Respectfully Submitted,


Molly Weber, Clerk

Attest:


Kelly Elvestad, Chair