

CASTLE ROCK TOWNSHIP
BOARD OF SUPERVISORS SPECIAL MEETING
Monday, January 27, 2020 @ 5:30 p.m.

Approved

A special meeting of the Board of Supervisors of Castle Rock Township was convened at the Castle Rock Town Hall on Monday, January 13, 2020 at 5:30 p.m. The purposes of this meeting are to interview potential candidates for the position of Town Clerk, and to discuss next steps regarding LKQ with the township attorney and township engineer present for guidance.

Present were Kelly Elvestad, Chair; Sandy Weber, Vice-Chair, Jon Juenke, David Nicolai and Jeff Partington, Supervisors; and Clerk, Barbara Lang. Also present were Mark Henry, Michelle St. Mary, Jo Odell, Cindy Taintor, Colleen Mitchell, and late arrivals Jason Hill and Lani Leichty.

Chair Kelly Elvestad led those present in the Pledge of Allegiance.

APPROVE AGENDA

Sandy Weber made a motion and Jon Juenke seconded to approve the agenda. 5 ayes. Motion carried.

INTERVIEW POTENTIAL CANDIDATES FOR TOWN CLERK

Supervisor Dave Nicolai introduced himself as he was not present at the previous special meeting.

The applicants present introduced themselves. It was noted that Colleen Mitchell is not applying for the position of Clerk at this time, but was present to learn more about the job.

A series of questions and answers were led by Chair Elvestad and other supervisors, and the applicants were given an opportunity to respond.

LKQ DISCUSSION

A draft Notice of Violation letter was presented by Jason Hill, town attorney, and he was asked to summarize his thoughts. The written response to the township to the previous notice was received from an environmental compliance person within the LKQ organization and did not address the legal implications of violating the non-conforming use and expansion Ordinances in place for this business. Mr. Hill indicated that the s present introduced themselves.

Chair Elvestad presented a summary of the Duties of the Town Clerk as described in the Minnesota Association of Townships Manual on Town Government. Mark Henry gave a brief overview of what a township is. Chair Elvestad followed with an overview of what the Board of Supervisors is, as well as a brief description of the responsibilities of the Town Treasurer. She then gave an overview of administrative duties expected of the Clerk. Training will be required for this position, and she stated that the Clerk will be required to be responsible for the day-to-day business items that need to be taken care of for the township. Clerk needs to attend the Board of Supervisors meetings and some Planning Commission meetings, in addition to a handful of special meetings that occur each year. Daytime business hours have been three mornings per week, which sometimes have been flexible days and the Board would prefer that this become a set schedule. Starting pay rate is expected to be in the range of \$17 - \$19 per hour. Benefits available for the Clerk include a \$5,000 life insurance policy paid for by the township, and the Clerk also qualifies for PERA benefits. There are group dental and medical benefits programs available through the Minnesota Benefits Association if the new employee chooses to participate in those at their own expense.

The candidates present introduced themselves and each gave a brief background of their experience.

There were a few questions and answers that followed. All candidates were invited to stay for the monthly Board of Supervisors meeting if they wanted to.

Jon Juenke made a motion and Jeff Partington seconded to adjourn.

Special Meeting adjourned at 6:55 p.m.

Respectfully submitted,

Barbara Lang (original signature on file)

Barbara M. Lang, Clerk

Attest:

Kelly Elvestad (original signature on file)

Kelly Elvestad, Chair, Board of Supervisors