

**CASTLE ROCK TOWNSHIP  
BOARD OF SUPERVISORS  
ANNUAL BUDGET AND AUDIT MEETING  
February 4, 2020 6:00 PM**

**Approved**

The Annual Budget and Audit Meeting of the Board of Supervisors of Castle Rock Township was convened at the Town Hall on Tuesday, February 4, 2020. Those present were Kelly Elvestad, Chair; Sandy Weber, Vice-Chair; Jon Juenke, Dave Nicolai, and Jeff Partington. Also attending the meeting were Barbara Lang, Clerk; Michelle St. Mary, Office Assistant; Rhonda Rademacher, Treasurer; and Mark Henry.

Kelly Elvestad, Chair, called the meeting to order at 6:00 pm.

Sandy Weber asked Rhonda Rademacher to take over and to review the proposed 2020 budget information.

(Listed by line item, and only those with changes of more than \$100 from the previous year's Budget are listed)

Page 1:

- #6 Professional Services – Misc. Increase by \$10,000 to \$20,000 to cover expected cost of Town Planner and Town Engineer for expected projects during 2020.
- #9 Board of Supervisors – Wages Increase by \$1,000 to \$8,000, to budget for known and potential additional meetings and time used by Supervisors overseeing township projects.
- #11 Clerk – Wages Increase by \$2,000 to \$17,000 due to changes in staff and office hours
- #12 Office Assistant Wages Increase by \$2,500 due to changes in staff
- #14 Elections - Judges and Other Exp Increase by \$6,400 to \$8,000, as there will be four elections this year and all judges will need special training for the PNP and recertification training.
- #23 Building Permit Surcharges Increase by \$400 to \$1,000 based on expected projects in 2020.
- #28 Postage Decrease by \$150 to \$500, need additional stamps for mailing the Chronicle in February.
- #32 Electric Decrease by \$200 based on summer commercial rate changes
- #43 Town Hall Maintenance Decrease by \$6,000 to \$4,000. No large projects anticipated this year.

2020 Updated Expense Total for General Funds: \$148,251.00

Page 2:

Roads & Bridge Fund Disbursements

- #1 Blacktop Road Maintenance Decrease by \$6,000 to \$7,000, due to expected cracksealing to be done in 2020
- #3 Gravel Increase by \$5,000 to \$65,000 due to expected projects for 2020.
- #4 Gravel Placement Increase by \$5,000 to \$7,500 due to expected additional gravel in 2020.
- #10 Mowing/Brush & Tree Removal Increase by \$2,000 to \$7,000 due to expected mowing and brush/tree removal in 2020.
- #12 Culverts Increase by \$2,500 to \$5,000 in anticipation of expected use in 2019

2020 Updated Expense Total for Road & Bridge Fund Disbursements: \$202,000.00

Capital Projects Funds  
None expected in 2020

Fire & Ambulance Disbursements

#21 City of Farmington Increase by \$1,881 to \$64,594

2020 Updated Expense Total for Fire & Ambulance Fund Disbursements: \$96,675.00

Park Fund Disbursements

#24 Rentals Decrease by \$250 to \$250, to match expected portapot rentals in 2020

2020 Updated Expense Total for Park Fund Disbursements: \$7,742.00

Escrow Fund:

Nothing in budget, as this varies as projects are submitted to the township.

2020 Updated Expense Total of Page 2 to \$454,668.00

Page 3 Income:

- #1 Interest Increase by \$1,000 to \$8,500 based on previous year's actual interest.
- #4 Conservation Credit Increase to \$3,000 as County did not split this out in previous year.
- #5 Delinquent Taxes Decrease by \$1,250 based on reports from County.
- #6 Fiscal Disparities Increase to \$5,000 as County did not split this out in previous year.
- #7 General Property Tax Increase by \$5,000 based on previous year taxes.
- #8 Town Road Allotment Decrease by \$3,300 to \$20,000 based on history of payments.
- #9 Solar energy Production Tax Increase to \$1,850 based on payment already received.
- #12 Payment in Lieu of Taxes (PILT) Increase to \$225 based on payment already received.
- #13 Ag Preserve Conservation Credit Decrease by \$1,250 to \$1,750, based on previous payment history.
- #14 Market Value Ag Credit Decrease by \$500 to \$6,000 based on payment history.
- #22 Dakota County Easement Payment Increase to \$12,400 based on payment already received.
- #27 Income Required from Savings Increase to \$38,893.00

Total Income in Proposed 2020 Budget: \$454,668.00

Discussion was held regarding the levy, recommending another 1.55% levy increase.

**Dave Nicolai made a motion and Jon Juenke seconded for a 1.55% levy increase at the March Annual Meeting. 5 ayes. Motion carried.**

Barbara Lang, Clerk, and Rhonda Rademacher, Treasurer, presented the financial reports and documentation, which was audited by the Supervisors. No discrepancies were found.

**Dave Nicolai made a motion and Sandy Weber seconded to approve the reviewed 2019 audit. 5 ayes. Motion carried.**

**Jon Juenke made a motion and Jeff Partington seconded to adjourn the budget and audit meeting. 5 ayes. Motion carried.**

Meeting adjourned 7:25 p.m.

Respectfully Submitted,

*Barbara Lang* (original signature on file)

Attest: *Kelly Elvestad* (original signature on file)