

**CASTLE ROCK TOWNSHIP  
ANNUAL MEETING  
March 14, 2017 @ 8:30 p.m.**

The Annual Meeting of the Township of Castle Rock was convened at the Town Hall on Tuesday, March 14, 2017 at 8:40 p.m. Present were Arlyn Lamb, Mark Henry, Roger Randall, Russ Zellmer, Nancy Asher, Sandy Weber, Pete Schaffer, Jeff Partington, Jon Juenke, Steven Neil, Rhonda Rademacher, and Barbara Lang.

Barbara Lang, Clerk, called the meeting to order at 8:40 p.m. The Pledge of Allegiance was recited, followed by the singing of the National Anthem. The Clerk called for nominations for a moderator for the meeting.

**Sandy Weber nominated Pete Schaffer and Russ Zellmer seconded. Roger Randall called for nominations to be closed. The vote was taken, and was unanimous. Pete Schaffer was elected as Moderator.**

**APPROVE AGENDA**

Pete Schaffer, Moderator, asked for additions or changes to the agenda. Barbara Lang requested that discussion of possible upgrade for re-roofing the town hall be added to New Business. No further requests were made.

**Mark Henry made a motion and Sandy Weber seconded to approve the amended agenda. Motion carried with a unanimous vote.**

**REVIEW/APPROVE PREVIOUS YEAR'S MINUTES**

Printed minutes were distributed to those in attendance and it was suggested to dispense with reading out loud of the Annual Meeting minutes.

**Arlyn Lamb made a motion and Russ Zellmer seconded to dispense with reading the minutes and accept the minutes as printed. Motion carried with a unanimous vote.**

**TREASURER'S REPORT**

Treasurer Rhonda Rademacher gave the report for the year ending December 31, 2017.

Savings account beginning balance \$500,585.08, receipts \$445,896.08, disbursements \$397,460.16, ending balance \$549,021.00. Checking account beginning balance \$17,450.05, receipts \$461,694.96, disbursements \$472,160.41, ending balance \$6,984.60. Road and Bridge Fund total \$295,776.91. Capital Projects Fund total \$38,586.54. Total beginning cash bank accounts \$904,216.54, receipts \$911,289.84, disbursements \$925,137.33, ending balance \$890,369.05. A detailed report of income and expenses and financial status is all recorded on Treasurer's Report on page two, and Budget and Levy Report/pages 9, 10, and 11 of the Annual Report of 2016.

**Russ Zellmer made a motion and Arlyn Lamb seconded to approve the Treasurer's Report. Motion carried with a unanimous vote.**

**ANNUAL REPORTS**

The Moderator asked if anyone had any questions about any of the printed reports or would like additional information for any of the categories. It was suggested that the reports be given in summary by those present. Sandy Weber, Board of Supervisors Chair, read her report, which was an overview of activities for the township for the year. Roger Randall asked about clarification as her report says a 0% levy is being proposed, it should have read a 0% levy increase is being proposed. Clerk Barbara Lang summarized her report. Supervisor Jon Juenke gave an overview of the Road Report and thanked Mark Henry for the good job he does with our township roads. Mark Henry gave further explanation about the spraying program the township has been using for controlling wild parsnip for the past few years, and it is showing that our program is at least staying on top of the problem. Supervisor and Planning Commission Chairman Jeff Partington summarized issues

reviewed by the Planning Commission this past year. The Park Committee Report was accepted in its printed form.

**Mark Henry made a motion and Arlyn Lamb seconded to accept the annual reports. Motion carried with a unanimous vote.**

The Clerk also mentioned that the Annual Report will be posted on the township website.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

a. Discussion about procedure for measuring setbacks for new ag-zoned buildings in the township Barbara Lang gave an explanation of the current process that had been provided by Scott Qualle, the current Building Inspector. Roger Randall asked for a further explanation about the problem. Board Chair Sandy Weber explained that at one time the Planning Commission was verifying the setbacks for ag-zoned buildings, but at some point that was discontinued. If the proposed building setbacks are clearly within the requirements, no further review other than the Planning Commission is required to verify. If it is felt they are close to the setback, then MNSPECT has agreed to check them at no charge. Arlyn Lamb also commented that the distance for any Ag-zoned buildings housing livestock have additional setback requirements that need to be checked carefully so they are compliant with the Zoning Ordinance.

b. Discussion about setting a date for a clean-up day at Countryside Estates Park There are a couple more dead trees and some miscellaneous clean-up items that need to be taken care of this year. It was decided that this will be discussed further at the next Board of Supervisors meeting.

c. Discussion about Comprehensive Plan update and possibility of some areas in the township being considered for re-zoning

Sandy Weber gave a brief overview of the process that will be ongoing over the next eighteen months or so. She also stated that the township has received two informal requests for rezoning to Rural Residential-1 for some property along the northern township lines and to allow for 2.5 acre lots rather than the 1 per ten acres listed in our current density requirements.

d. Discussion about contract renewals for the Building Inspector and Septic Inspector, or do residents wish this to be put out for bids

Mark Henry commented that he feels the Board of Supervisors should handle this decision for the township. There was no vote, but the general consensus was that the residents trust that the Board will make decisions that are their best judgment for the township.

e. Discussion regarding new roof for the town hall

There is an insurance claim that has been approved to replace the roof, and there has been some discussion about upgrading the roofing material to be a steel roof, so a portion of the expense would have to be covered by the township for that upgrade. Pete Schafer explained that the architectural roof that the insurance provider has approved has a normal life span of approximately 15 years (using 30-year quality shingles). If the decision is made to upgrade to a steel roof, the expected life span would be closer to 50 years, but there would be additional cost. The total cost would most likely be in the \$32,000 to \$35,000 range. There was some further discussion about various options.

**Arlyn Lamb made a motion and Roger Randall seconded for the Board of Supervisors to determine the cost and grade of a steel roof of the Board's choosing. Motion carried with a unanimous vote.**

### **2017 BUDGET AND TAX LEVY**

Rhonda Rademacher, Treasurer, presented the proposed budget and levy for 2017, reviewing and answering questions from residents about several line items. Detailed information is in the 2016 Annual Report on pages 9, 10 and 11.

General Fund Expenses: 2016 Budget \$118,840.00, Actual 2016 \$149,502.81, Proposed 2017 \$122,225.00.

Road and Bridge Fund Expenses: Budget 2016 \$250,300.00, Actual 2016 \$205,490.86, Proposed 2017 \$193,300.00. There was

There was discussion about creating a Capital Improvement Program (CIP) to look into mill and overlay of the northern residential developments. Mark Henry explained that when crack sealing was done the previous year, he had a County inspector inspect the roads as some issues were being observed. The County people agreed that those roads are nearing the end of their service life. With lower oil prices right now, it would be a good time to proceed with this project. We still have time to submit a request to put this in with the County's bid for this year.

Fire and Ambulance Expenses: Budget 2016 \$83,054.00, Actual 2016 \$82,444.88, Proposed 2017 \$88,275.00.

Park Fund Expenses: Budget 2016 \$6,600.00, Actual 2016 \$6,058.21, Proposed 2017 \$6,600.00. Proposed 2017 Total Expense \$611,400.00.

Income: Budget 2016 \$465,794.00, Actual 2016 \$451,963.57, Proposed 2017 \$611,400.00.

The Board of Supervisors proposed a levy of \$319,260.00, a 0% increase.

Russ Zellmer suggested adjusting Line Item #45 by increasing the total budget for Town Hall Maintenance by \$20,000 to cover the expected expense for installing a steel roof on the Town Hall. He also suggested that the township might want to consider a modest levy increase of 1% to 1.5%, as the township has been able to keep the levy at a 0% increase for the past three years. Roger Randall commented that he feels an increase of 1.5% would be a good idea.

**Russ Zellmer made a motion and Roger Randall seconded to increase the levy by \$5,000.00. Motion carried with a unanimous vote.**

### **ELECTION RESULTS**

#### **SUPERVISOR C – THREE YEAR TERM**

<b>Jeffrey Partington</b>	<b>37</b>
Write-ins	0

Total ballots cast: 37

Results are unofficial until after the Board of Canvass Report.

### **2017 ANNUAL MEETING**

**Roger Randall made a motion and Arlyn Lamb seconded to hold the 2018 annual meeting on the second Tuesday of March, March 13, 2018 at 8:30 p.m. Motion carried with a unanimous vote.**

### **ADJOURN**

**Arlyn Lamb made a motion and Russ Zellmer seconded to adjourn the Annual Meeting. Motion carried with a unanimous vote.**

Meeting adjourned at 9:50 p.m.

Respectfully submitted,

Barbara Lang, Clerk

Attest:

Pete Schaffer, Moderator