

CASTLE ROCK TOWNSHIP
BOARD OF SUPERVISORS SPECIAL MEETING
Monday, March 23, 2020 @ 6:30 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, March 23, 2020 at 6:30 p.m. The purposes of this special meeting are as listed below.

Present were Kelly Elvestad, Chair; Sandy Weber, Vice-Chair, David Nicolai and Jeff Partington, Supervisors; and Clerk, Barbara Lang; Office Assistant Michelle St. Mary; and Treasurer, Rhonda Rademcaher. Supervisor Jon Juenke was not present. This meeting had teleconference capabilities and Mary Ann Enggren joined using that feature. Please note that the meeting room was set up to meet compliance with keeping distances at least six feet apart, and less than ten persons in attendance.

Chair Kelly Elvestad called the meeting to order and led those present in the Pledge of Allegiance.

APPROVE AGENDA

Dave Nicolai made a motion and Sandy Weber seconded to approve the agenda. 4 ayes. Motion carried.

PURPOSE OF SPECIAL MEETING

Chair Kelly Elvestad read the purpose of this meeting:

This emergency town board meeting is being held in accordance with Minn. Stat. 13D.04 Subd. 2.a. on Monday, March 23, 2020 at 6:30 P.M. at the Castle Rock Town Hall. The following topics will be discussed at this meeting:

1. The timing and duration of a possible closing of the Town Hall to the public due to the treatment of community spread of COVID-19
2. How the township will conduct meetings to comply with the recommendation for social distancing and open meeting law
3. Identify essential and non-essential township business, including the oath of office of Michelle St. Mary as the new clerk
4. Authorize options for work from home for those who prefer it
5. The process for the continuation of the April 2nd public hearing

BUSINESS ITEMS

- The timing and duration of a possible closing of the Town Hall to the public due to the treatment of community spread of COVID-19

Chair Elvestad noted that most government offices are shut down due to the COVID-19 pandemic, with few exceptions. She explained that Supervisor Juenke was not comfortable coming to a public meeting.

Resident Mary Ann Enggren, participating through teleconference, also expressed her concerns about being at a public meeting.

Some discussion ensued by those present, as some aspects of our local government are considered essential business.

Dave Nicolai made a motion and Sandy Weber seconded that the town hall will be open by appointment only through April 13 for necessary township business. Staff will continue to come in as needed. This situation is to be reviewed at a future time depending on updated conditions. 4 ayes. Motion carried.

- How the township will conduct meetings to comply with the recommendation for social distancing and open meeting law

There was discussion about a document titled "Presiding Officer Statement Regarding Holding Meetings via Telephone or Other Electronic Means," which had been provided by Attorney Jason Hill. It was decided that at this time the township will not adopt this document. For the present time, if meetings are scheduled, we will keep ten or less people in the meeting room at any given time, and only essential business will be included on agendas.

- Identify essential and non-essential township business, including the oath of office of Michelle St. Mary as the new clerk

Building permits, banking, and other correspondence for the township will continue to be processed as necessary. Staff will observe the social distancing stipulations and will only be in a minimal amount of time each week. Chair Elvestad indicated that town attorney Troy Gilchrist had noted that Ms. St. Mary will need to go to an outside notary to take her oath of office. Clerk Lang disputed that information, since the Supervisors had adopted a Resolution at the March 9 meeting listing her final day as Clerk on March 31 and Ms. St. Mary's term was to begin on April 1, so Clerk Lang could still administer the Oath of Office and notarize Ms. St. Mary's signature. Some further verification will be done prior to March 31 so the Oath of Office can be administered.

- Authorize options for work from home for those who prefer it

There was brief discussion about this. The township computers are not set up for remote access. Staff is comfortable coming to the town hall as needed to complete essential business.

- The process for the continuation of the April 2nd public hearing

Chair Elvestad indicated she had guidance from town attorney Hill. A quorum of the Board of Supervisors needs to be present and can continue the continued Public Hearing to a date in May. She will send an electronic invitation to the Supervisors and Clerk for this meeting so no one will need to leave their house. The updated information will be posted on the website once a date is determined.

Sandy Weber made a motion and Dave Nicolai seconded to adjourn.

Special Meeting adjourned at 7:00 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