

CASTLE ROCK TOWNSHIP
BOARD OF SUPERVISORS REGULAR MEETING
March 9, 2020

Approved

The regular monthly meeting of the Board of Supervisors of Castle Rock Township was convened at 7:00 pm on March 9, 2020. Present were Kelly Elvestad; Chair, Sandy Weber, Vice-Chair; Jon Juenke, Jeff Partington Supervisors. Supervisor Dave Nicolai was not present. Also in attendance were Barbara Lang, Clerk; Rhonda Rademacher, Treasurer; and Michelle St. Mary, Office Assistant. Others present were Pete Schaffer, Melody Steber, Becky Gildner, Al Gildner, Gerald Larson and Norbert Kuhn.

Chair Kelly Elvestad called the meeting to order at 7:00 pm and the Pledge of Allegiance was recited.

APPROVE AGENDA

Kelly Elvestad requested to add review of Town Clerk Employment Agreement rough draft to New Business.

Jeff Partington made a motion and Jon Juenke seconded to approve the amended agenda. 4 ayes. Motion carried.

CONSENT AGENDA

1. February 10, 2020 Board of Supervisors Regular Meeting Minutes.

Sandy Weber made a motion and Jon Juenke seconded to approve Consent Agenda. 4 ayes. Motion carried.

PUBLIC COMMENT- None

PLANNING COMMISSION UPDATE

Planning Commission Chair Jeff Partington gave the following report:

At the February 24th Planning Commission meeting, the following items were reviewed/discussed:

- Ag-zoned building permit application for horse barn, Fran and Deb Haan, 24335 Chippendale Ave
- Ag-zoned building permit application for 16'x30' open horse shelter, David Morrison, 2795 250th St
- Building permit application for new resident, Melony Steber, 1250, 230th St W

All were recommended for approval by the Board of Supervisors.

REVIEW/APPROVE

- Ag-zoned building permit application for horse barn, Fran and Deb Haan 24335 Chippendale Ave

Sandy Weber made a motion and Jeff Partington seconded to approve this building permit. 4 ayes. Motion carried.

- Ag-zoned building permit application for 16'x30' open horse shelter, David Morrison, 2795 250th St

Jon Juenke made a motion and Jeff Partington seconded to approve this building permit. 4 ayes. Motion carried.

- Building permit applications for new residence, Melony Steber, 1250 230th St W

Sandy Weber made a motion and Jon Juenke seconded to approve this building permit. 4 ayes.

COMMITTEE REPORTS

- NCRWMO - Sandy Weber invited everyone to attend the next meeting which will be held at our town hall on April 15, 2020 at 7 pm.

UNFINISHED BUSINESS

- All were reminded that a Public Hearing has been set for March 12, 2020 at 7:00 pm to make a final determination as to whether LKQ/Viking Auto Salvage is in violation of the Nonconforming Use Ordinance and the Expansion Resolution.
- There was discussion about upcoming the ordinance amendment process based on information provided by Town Planner Alex Conzemius. He plans to have a draft Ordinance Amendment prepared for review at the April 13 BOS meeting, and then a date for the required Public Hearing will be set, most likely to be April 27.

NEW BUSINESS

- Reminder to all that there will be an Open House for the next phase of the County Rd 78 project on March 30, 2020 from 5:00 to 7:00 pm at the Castle Rock Town Hall.

- Discussion about the possibility of using the wood from trees in front of the town hall. It was decided it would be included on the agenda for the Annual Town Meeting tomorrow evening.
- Discussion about spring biosolids application per February 20, 2020 request from Camila, Met Council **Jeff Partington made a motion and Sandy Weber seconded to deny biosolid application this year. 4 ayes. Motion carried.**

- Review and approve Resolution 2020-02, Resolution Accepting a Resignation and Appointing to Fill a Vacancy for Town Clerk.

Sandy Weber made a motion and Jon Juenke seconded to adopt Resolution 2020-02. 4 ayes. Motion carried.

- Discuss possible changes in office hours, appointing an Office Assistant and/or Deputy Clerk and pay rate for that person or persons. It was decided that there will be further discussion at the Re-Org meeting in April regarding the actual town hall office hours.

Jon Juenke made a motion and Sandy Weber seconded to approve Office Assistant hours for Barbara Lang to be paid at the rate of \$17 per hour. 4 ayes. Motion carried.

- Chair Elvestad shared copies of a draft Town Clerk Employment Agreement that had been prepared by the town attorney. It was agreed that this will be discussed further at the next Board of Supervisors meeting.

DAKOTA COUNTY SHERIFF UPDATE – There was an inquiry about mail theft in the area. Deputy Jim O’Meara was not aware of any recent reports in our area. He stated if anyone is concerned about missing mail, tracking is available through the U.S. Post Office. There was another inquiry about the body found in November. The deputy said he was unsure if the case was closed so was not able to share further information at this time. He will check the public data records release and will advise the township if any further information is available.

ROAD REPORT

- Discussion about headland erosion along the east side of Akron Ave north of 270th St Mark Henry was not present but left a recommendation as to what he feels the township is responsible for as far as the erosion noted on Norbert Kuhn’s property. He also recommended that the culvert pipe should be larger for the field access driveway in this area. Mr. Henry expressed that cleaning out the right-of-way is the township’s responsibility, but the culvert replacement would be Mr. Kuhn’s responsibility. Mr. Kuhn was present and disagreed about the driveway situation. There was continued discussion if Soil and Water should be involved and if the attorney should be contacted. Mr. Kuhn stated he would be willing to have Soil and Water coming out to make a recommendation, and Supervisors Jon Juenke and Sandy Weber volunteered to be present at that meeting. Chair Elvestad feels that the town attorney should be contacted to give a legal opinion on the extent of the township’s responsibility. Sandy Weber volunteered to do some further research regarding responsibility for the culvert, and will report at the next meeting.

- Copy of the 2020 Invitation to Quote for gravel needs this year was reviewed.

Motion was made by Jon Juenke and seconded by Jeff Partington to issue the gravel quotes to local vendors. 4 ayes. Motion carried.

TREASURER’S REPORT

Town Road allotment \$24,276.42 was received in February. Treasurer Rhonda Rademacher recommended that the BOS should officially designate these funds to be used for dust proofing.

Sandy Weber made a motion and Jon Juenke seconded to designate the Town Road allotment of \$24,276.42 for dust proofing in 2020. 4 ayes. Motion carried.

Receipts	\$ 14,063.13
Current Investments	\$ 886,468.40

Jeff Partington made a motion and Jon Juenke seconded to approve the Treasurer’s Report. 4 ayes. Motion carried.

REVIEW PAYROLL AND CLAIMS

Payroll: \$ 2,508.29 Claim # 9748 - 9750

Claims: \$ 51,234.61 Claim # 9750 - 9778

Total: \$ 53,742.90

Jeff Partington made a motion and Jon Juenke seconded to approve the Payroll and Claims. 4 ayes. Motion carried.

CLERKS REPORT

- Reminder that Township Elections and Annual Town Meeting are tomorrow, March 10. Polls are open from 10am to 8pm. Annual Town Meeting begins at 8:30, followed by the Board of Canvass to certify the township election results.
- Reminder that MAT Spring Short Courses are in Rochester on March 17 and Mankato on March 18. Registration can be done on-site.
- Reminder that the Dakota County Township Officers Association Annual Spring Meeting is on Saturday, March 21 at the Dakota County Extension Office. Meeting begins at 9am, doors will be open at 8:30.
- Please let Clerk know if you have any further updates that should be posted on the website.

ADJOURN

A motion to adjourn was made by Jon Juenke and seconded by Sandy Weber. 4 ayes. Motion carried.
Meeting adjourned at 8:40 pm.

Respectfully submitted,

Barbara Lang (original signature on file)

Barbara Lang, Clerk

Attest:

Kelly Elvestad (original signature on file)

Kelly Elvestad, Chair, Board of Supervisors