

CASTLE ROCK TOWNSHIP **Approved**
BOARD OF SUPERVISORS REGULAR MEETING
January 12th, 2010 7:00 P.M.

The regular monthly meeting of the Board of Supervisors of Castle Rock Township was convened at the Castle Rock Town Hall on Tuesday, January 12th, 2010 at 7:00 p.m. Present were Pete Schaffer Chair, Mike Kiefer Vice-Chair, Mark Molitor, Russ Zellmer, Drea Doffing Supervisors, Colette Mumm Treasurer, Jane Bistodeau Clerk. Also present were Monique Berg, David Sodergren, Arlyn Lamb, Lori Abeln, Sandy Weber, Mark Henry, Dawn Devney, Patrick Devney and Eric Ruud.

Pete Schaffer called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited.

APPROVE AGENDA

Drea Doffing made a motion and Russ Zellmer seconded to approve agenda as written. Motion carried 5 ayes.

REVIEW/APPROVE

December 12th, 2010 Board of Supervisors Regular meeting minutes.

Drea Doffing made a motion and Mark Molitor seconded to approve as written. Motion carried 4 ayes, 1 abstain Mike Kiefer.

Resolution 2010-01 – Large Assembly and Malt Liquor Application Fees

Discussion was held about the application fees.

Mike Kiefer made a motion and Drea Doffing seconded to approve Resolution 2010-01 with a \$100.00 application fee for a large assembly permit and a \$100.00 application fee for a malt liquor permit. Motion carried 5 ayes.

Ordinance 2002-E – Adopting the use of an Appendix B containing a Schedule of Fees- Section 8.11

Drea Doffing made a motion and Russ Zellmer seconded to approve Ordinance 2002-E Schedule of Fees. Motion carried 5 ayes.

David Sodergren – building permit moratorium

Pete Schaffer explained that the outstanding money owed to the township from the CUP application must be paid up. David requested an itemized statement from the planner to review before paying. Discussion was held about the request from David to lift the building permit hold so he can remodel an existing barracks into a residence. Bob Bauer, township attorney, made a recommendation of what requirements need to be met: The code permits on non-farm dwelling unit, but he must satisfy the requirements of 6.04 B (8) a-e. He should also provide a copy of a survey or adequate graphics to satisfy the setbacks, etc. A copy of the email was given to David Sodergren for reference (and is attached with these minutes)

Planning Commission Openings

Each applicant was given a chance to address the Board and explain why they'd like to be on the Planning Commission. There are two openings-one term is till March 2010 and the second term is until March 2012.

Arlyn Lamb-has been on both the Planning Commission and Board of Supervisors for Castle Rock Township and offers experience and knowledge. Arlyn stated he currently has meetings on the last Monday of the month and would have a schedule conflict.

Monique Berg-has lived in the township since 2004. Wants the best for the township with no hidden agenda. Will make decisions based on information and facts.

Lori Abeln-has lived in the township since 1986. Currently the Planning Commission secretary and would like to continue on with the process and sit on the Planning Commission as well.

Arlyn expressed that since there are two residents interested in serving on the Planning Commission he would prefer the Board to appoint them since he has a schedule conflict with meeting dates and Arlyn would like to be an alternate for future openings on the Planning Commission.

Russ Zellmer made a motion and Drea Doffing seconded to appoint Lori Abeln to the Planning Commission to the term that expires March 2010. She will hold the position of Planning Commission Secretary and Commissioner. Motion carried 5 ayes.

Mike Kiefer made a motion and Drea Doffing seconded to appoint Monique Berg to the Planning Commission to the term that expires March 2012. Motion carried 5 ayes.

Drea Doffing made a motion and Mark Molitor seconded to pay Lori Abeln \$60.00 per meeting for Planning Commissioner and Planning Commission Secretary. Motion carried 5 ayes.

PLANNING COMMISSION UPDATE

Sandy Weber gave an update of the Planning Commission December 28, 2009 meeting.

Dale Fritz review-Pete Schaffer drove by the property and there are no tracks going to the back of the property where the CUP is. The Craiglist posting for Logs/Bedding is for the front commercial property. The Clerk was directed by the Board to send certified letters the Dale Peterson and Eugene Nelson informing them that the "Lets Go Trucking" CUP will be reviewed at the February Board meeting.

UNFINISHED BUSINESS

1. Dean Johnson letter-the Board acknowledged the letter from Dean Johnson regarding billing.
2. Colin Garvey conciliation court postponed till January 22, 2010.
3. MNSPECT response letter-the Board acknowledged the letter from Scott Qualle.

BUILDING PERMITS

Discussion was held about updating the building permits to reflect Castle Rock's fees. Add Agricultural under TYPE OF WORK. Remove all fees related to sewer and water on bottom of permit. Add filing fee, penalty fee, agricultural fee, less down payment and other to bottom of permit under TOWNSHIP FEES.

Drea Doffing made a motion and Russ Zellmer seconded to approve changes to the building permit forms. Motion carried 5 ayes.

NEW BUSINESS

Complaints-

Betterman-non actionable item

Larry Walsh letter

The Board acknowledged the letter sent by Larry. The Board directed the Clerk to ask Eric Hedtke if an "official designation" sign for the Dakota County Fairgrounds needs a conditional use permit. Who has jurisdiction in the county right of way. Send email to Larry Walsh informing him the township in checking on the sign issue and will send update.

Troy Pearson letter

A letter was sent to the township by Troy regarding a telephone conversation between himself and Mike Kiefer. Troy feels his concerns about this conversation should be noted in the minutes. The Board stated that only motions and facts should be included in minutes as stated in the Secretary of States meeting minute rules.

ROAD REPORT

Headwall Standards

The Board reviewed the Headwall Standards written up by the committee. The Board directed the Clerk to publish the Headwall Standards in the Chronicle and add to the website. **Russ Zellmer made a motion and Mike Kiefer seconded to approve the Headwall Standards. Motion carried 5 ayes.**

Cambodia upgrade

Mark Henry reviewed the options for the Cambodia Avenue upgrade. Strip top soil off ditches and reshape. Use extra soil to help level off roads and regravels. Russ Zellmer talked to the landowners, Devney's and Torbenson's who's property would be affected. Mark Henry to write up budget ideas for the Cambodia project before the budget meeting scheduled for January 26, 2010.

Denmark Avenue-south end

Discussion was held about the condition of the road at the south end of Denmark Avenue maintained by Eureka Township. The Clerk was directed to find the 2005 worksheet showing costs for maintaining the north end of Denmark Avenue and update with current costs.

PUBLIC COMMENT

None

TREASURER'S REPORT

Receipts \$17,815.75

Investments \$453,175.78

Bank Statement \$8,712.16

Budget comparison - actual \$389,688.61 - \$42,171.39 under budget for 2009.

Drea Doffing made a motion and Mark Molitor seconded to approve Treasurer's Report as amended. Motion carried 5 ayes.

PAYROLL AND CLAIMS

Payroll \$ 4,230.53

Claims \$13,165.29

Total \$17,395.82

Mike Kiefer made a motion and Drea Doffing seconded to approve payroll and claims. Motion carried 5 ayes.

CLERKS REPORT

- Parrott contract—signed and complete cleanup tentatively set for April 2010.
- Set up Audit/Review/Budget meeting for January 26, 2010 at 6:30 p.m.
- 22499 Chippendale Avenue-no action by Board-Scott Qualle sent a letter stating the address has been inspected and there is no gray water being pumped outside onto the ground.
- Order 500 ballots for March 2010 election.

Mark Molitor asked the Board if they would be interested in a clean up day for the residents of Castle Rock Township. Mark was directed to get dumpster costs and present at the February meeting.

ADJOURN

Mike Kiefer made a motion and Drea Doffing seconded to adjourn. Motion carried 5 ayes.

Adjourn 9:02 p.m.

Respectfully Submitted
Jane Bistodeau, Clerk

Attest:
Pete Schaffer, Chairman of Board of Supervisors