

CASTLE ROCK TOWNSHIP
BOARD OF SUPERVISORS REGULAR MEETING
December 10, 2013 @ 7:00 P.M.

Approved

The regular monthly meeting of the Board of Supervisors of Castle Rock Township was convened at the Castle Rock Town Hall on Tuesday, December 10, 2013 at 7:00 p.m. Present were Drea Doffing, Chair; Russ Zellmer, Vice-Chair; Mike Rademacher, Dave Nicolai and Sandy Weber, Supervisors; Colette Mumm, Treasurer; and Judy Solinger. Also present were Mark Henry, Ken Schentzel, GRE representative Stan Tessmer, and Dakota County Sheriff Deputy Reiners.

Drea Doffing called the meeting to order at 7:00 P.M. and the Pledge of Allegiance was recited.

APPROVE AGENDA

Sandy Weber made a motion and Mike Rademacher seconded to accept the agenda as written. Motion carried 5 ayes.

CONSENT AGENDA REVIEW/APPROVE

1. November 12, 2013 Board of Supervisors Meeting Minutes
2. Release of Escrow and Bond for Great River Energy for Right of Way Permit for Boring project

Mike Rademacher made a motion and Sandy Weber seconded to approve the consent agenda. Motion carried 5 ayes.

DAKOTA COUNTY SHERIFF UPDATE

Deputy Reiners spoke about the road conditions causing accidents in the Township, and also commented on burglaries in the area. He recommended that residents call the Sheriff's office if suspicious vehicles are noted. If a suspicious vehicle is reported it is helpful to law enforcement if they are provided with the make and model of the vehicle, and any other noted information such as license number, to aid in investigation.

Deputy Reiners also addressed the GRE project- see Road Report.

ROAD REPORT

CapX2020 Updates: Mark Henry reported that in mid-November he had met with Stan Tessmer from the Great River Energy project and they had approved the bills dealing with signage and gravel.

Extensive discussion was held regarding road blockage by GRE construction vehicles. Mark Henry stated portions of 230th Street had been at times totally blocked or down to one lane on Monday 12-9-2013, and that trucks had been parked blocking lanes in dangerous locations such as hill crests. It had been reported that school buses had been diverted because of inability to get through. One child had been dropped off ¼ mile from her driveway. The weather was frigid, and the roads were extremely icy, creating a dangerous situation. The Dakota County Sheriff's Office had been called to investigate the road blockage. Deputy Reiners was the responding officer. He stated that GRE has no authority to shut down a road in the Township. Discussion was held regarding how to avoid future issues, such as better signage, better communication, and flagmen if necessary to prevent accidents. Stan Tessmer explained that a semi could not make the hill and needed to back down, and that is why the busses were diverted – one bus driver said

she could not wait due to the bus time schedule., Stan Tessmer will request that crews be “time aware” and inform construction crews to ensure that the roads are clear during the bus route schedules to prevent future problems. He will contact Marshall Bus Line and Randolph School District, and requested that he be copied on information that the Township may receive from them during the remainder of the project.

Deputy Reiners inquired if the Township wanted violations of ordinance to be served with mandatory court appearance or other. With mandatory court appearance a judge determines and assesses fines. The Board stated that that is the method of enforcement which should be used. Deputy Reiners requested he also be copied on bus schedule information.

Stan Tessmer summarized the progress of the CapX project, and provided an estimated timeline for completion. The work will shut down from December 20, 2013 to January 2, 2014. The foundations in the Township should be completed by mid January, with a target date of mid-February for project completion in Castle Rock Township.

Annual Roads Meeting Scheduled for Wed, December 11 at 7 pm: There is concern about drainage issues in the Rocky Hills Addition. This will be discussed during the Annual Road Meeting. It may be necessary to have the Township engineer look at the problem to determine the remedy, and recommend culvert size needed etc.

PLANNING COMMISSION UPDATE

Recommendation to add Item J to Section VII of the Zoning Ordinance to provide more clarification for Home Occupation businesses.

REVIEW / APPROVE

1. Ordinance 2013-B Adding Section VII “Performance Standards” Item J

Wording will be added to our current Zoning Ordinance as follows: “Employees or Contract Employees should not start nor end their work day at the home office on a regular basis.” **Russ Zellmer made a motion and Sandy Weber seconded to add Item J to section VII of the Zoning Ordinance. Motion carried 5 ayes.**

PUBLIC COMMENT

None

UNFINISHED BUSINESS

• NCRWMO Maintenance Update – Mike Rademacher

Mike Rademacher reported on the North Cannon River Watershed Management Organization dues being increased next year from approx. \$2400 to approx. \$3100. Although it is a significant increase, in comparison to county fees it is still reasonable. NCRWMO receives no county support, and the dues will be needed to pay for the increased unfunded mandates from the state.

NEW BUSINESS

• Commercial Properties Ordinance discussion (Section 6.07.E)

Discussion was held regarding lot size of commercial businesses. Board reviewed map, and Drea Doffing made a recommendations that the Board work with the Planning Commission, and

that the attorney be consulted for wording of a resolution to make exception for lot size of existing commercial businesses in the Township.

- **Northland Collision lots**

The Township will contact Northland Collision to find out who is leasing the property. In order for car sales to take place, the lease holder will need to provide a state form to the Township.

- **3090 264th Street Official Complaint**

The Township has received a complaint of outside storage on the property at the corner of Chippendale Ave and 264th St. The Clerk is directed to determine who owns the property, and send them a letter stating outside storage is not allowed per Township Ordinance. A copy of the Ordinance should be included in the letter.

- **Frontier Communications Right of Way Permit**

General council employed by Frontier Communications has requested permit fees be reduced. They will be installing a large project in the Township – plowing in cable and replacing pedestals, etc. along 232nd St.

Fees are standardized based on adopted road ROW ordinances. The Resolution states clearly why fees are as charged: Fees cover damage, long term costs, “work around” costs, and attorney fees. State law allows these fees, and prohibits “playing favorites” or adjusting fees for one project over another. Discussion was held that many other cities and townships have similar fees, and others are in the process of adopting them.

The Board determined to add a \$1500.00 escrow fee to the permit fee to cover any added expenses.

Sandy Weber made a motion and Mike Rademacher seconded to approve the permit fees with the added escrow fee. Motion carried 4 ayes, Drea Doffing abstained.

Russ Zellmer made a motion and Mike Rademacher seconded to approve Resolution 2013.08: Resolution Issuing a Decision Regarding the Frontier Communications Permit Fee Appeal. Motion carried 4 ayes, Drea Doffing abstained.

TREASURER’S REPORT

Receipts	\$ 1,260.00
Cash Control	\$ 36,588.07
Current Investments	\$ 767,909.90

Dave Nicolai made a motion and Mike Rademacher seconded to approve the Treasurer’s Report. Motion carried 5 ayes.

- **Reminder that we need to make arrangements for an outside auditor to do the 2013 audit of the township financial records.**

The BOS directed the Treasurer to work with the Clerk to determine which auditor provided the last Township audit, and to also inquire who provides that service for the Fair Board and neighboring Townships, in order to choose and schedule an auditor. This audit is required every five years.

REVIEW PAYROLL AND CLAIMS

Payroll:	\$ 658.74	Claim #7860
Claims:	\$ 11,225.77	Claim #7861-7877
Total:	\$ 11,884.51	

It was noted that a claim had been omitted; the substitute clerk had not been paid for taking BOS minutes in the Clerk's absence. The Claims will be amended to include a check for the missed compensation.

Dave Nicolai made a motion and Sandy Weber seconded to approve the amended Payroll and Claims. Motion carried 5 ayes.

CLERKS REPORT

In Clerk's absence the following report was read by Judy Solinger:

- Clerk will be attending pre-election meeting in Hastings on Monday, Dec 16th. Notice for Filing for Township Election was posted on Dec. 3, and published on Dec. 5, 12 and 19, 2013. Supervisor C position currently held by Mike Rademacher is the only item that will be on the ballot.
- Update on CTAS re-write. As of Dec 2, 904 entities have signed up to participate. 1,000 are required to sign up by Dec 15th to go forward with the project. The State of Minnesota is proceeding with awarding a contract to have the software rewritten, so the Dec 2 notice is unclear if this will proceed if they are still short a few participants. Colette and I are watching this closely, because we may need to consider going to a different software program at some point in the future if the re-write doesn't happen.
- Please let the Clerk know if you notice any updates that should be included on the Township website.

The Clerk is directed to post that four Board of Supervisor members may be attending a social event, the Farmington Firefighters Annual Banquet, on January 17, 2014. Township business will not be discussed at this event.

Mike Rademacher made a motion and Russ Zellmer seconded to adjourn. Motion carried 5 ayes.

Meeting adjourned at 8:50 pm.

Respectfully Submitted,
Judy Solinger

Attest:
Barbara Lang, Clerk

Drea Doffing, Chair of Board of Supervisors