

CASTLE ROCK TOWNSHIP
BOARD OF SUPERVISORS REGULAR MEETING
July 9, 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, July 9, 2013 at 7:00 p.m. Present were Drea Doffing, Chair; Russ Zellmer, Vice-Chair; Mike Rademacher and Sandy Weber, Supervisors; Colette Mumm, Treasurer; and Barbara Lang, Clerk. Also present were Terrie Pearson, Jerry Larson, Jon Zakoski, Gary Fuchs, Monique Berg, Mark Hellie, and Deputy Sheriff Vikesland.

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

APPROVE AGENDA

Sandy Weber requested that we add an update on the Empey property to Unfinished Business.

Drea Doffing requested that we move the Public Comments before the Planning Commission Update.

Sandy Weber made a motion and Mike Rademacher seconded to accept the amended agenda. Motion carried 4 ayes.

CONSENT AGENDA

1. May 14, 2013 Board of Supervisors Minutes

2. June 4, 2013 Annual Road Inspection Minutes

3. Large Assembly Permit – Southern Cruzers, August 23, 2013

Mike Rademacher made a motion and Russ Zellmer seconded to approve the consent agenda. Motion carried 4 ayes.

PUBLIC COMMENT

Terrie Pearson asked questions about the building scheduled to be constructed at 22355 Berring Avenue and what it will be used for.

Mark Henry thanked Drea Doffing for her work with Great River Energy/CapX 2020 matters on behalf of the residents of the Township.

PLANNING COMMISSION UPDATE

- Monique Berg indicated that the Planning Commission recommends approval of the building permit for a pole shed by Jerry Larson at 22355 Berring Ave under the condition that a completed building application and all fees are submitted to the Township; that building plans are to be submitted to MNSPECT for review and approval; and that the Board of Supervisors approves the building permit application.
- Monique also commented that the Planning Commission is in the process of updating information available to the Commission so that everyone has background information regarding the various types of permits and additional clarification about the responsibilities of the Planning Commission. This will be an ongoing process over the next few months. Handouts will be provided to all the Commission members for their reference books.

REVIEW/APPROVE

Building Permit for 50' x 60' pole shed for Jerry Larson, 22355 Berring Ave - Application paperwork and permit deposit have been received. Plans are being reviewed by MNSPECT, and they have contacted Morton Buildings with some structure questions. Mr. Larson indicated that the building will be used to store his tool truck and other automotive parts, and a hoist will be installed to work on his vehicles. The Board of Supervisors will approve the application with the following conditions:

MNSPECT will calculate setbacks and ascertain that total buildings on this property do not exceed 25% of the total area; Survey drawing needs to be updated to indicate where there would be room for a second septic drainfield; Clerk is to contact the Farmington Fire Department to verify that the recommended distance between buildings is no less than twenty feet.

Russ Zellmer made a motion and Mike Rademacher seconded to approve the building permit provided the conditions listed above are met. Motion carried 4 ayes.

Parcel Split for Castle Rock Bank, 225th St property: There was discussion on approving the split and that a conditional use permit will be required if the new owner wants to go forward to use the land as a personal airstrip. Parcel “C” on the survey will be a non-buildable lot. Going forward, the landowners will need to agree which remaining lot will be designated as a buildable lot.

Russ Zellmer made a motion and Sandy Weber seconded to approve the split for Parcel “C” as a non-buildable lot. Motion carried 4 ayes.

Before the meeting moved into Unfinished Business, Deputy Sheriff Vikesland spoke. He was in attendance to notify us that there have been some car prowlers in the area and recommends that everyone keep their cars locked. There have also been some house burglars in the greater Farmington area, and two individuals had been apprehended so far. Deputy Vikesland also inquired about enforcement that will be required for the designated haul routes once the CapX2020 begins work in our township.

UNFINISHED BUSINESS

Countryside Park – Jonathan Zakoski from Boy Scout Troop 119 was in attendance to update on the status. He is still working on final approval from the Eagle Scout Board. He brought a form that needed to be signed that affirmed that Castle Rock Township will be the beneficiary of the Eagle Scout project. There was discussion that the township previously agreed to install the footers for the project once it has been approved. Jonathan has been working with MNSPECT on finalizing the approved plans for the gazebo and some minor modifications are being made. He also brought along the article that was in the Farmington Independent this week describing the project, as well as the fact that Farmington Youth Baseball has been using the field and has made some improvements at the park this summer.

Sandy Weber moved and Mike Rademacher seconded that the Board will sign the form to be the beneficiaries of the project. Motion carried 4 ayes.

CapX2020 Update – The Township is moving ahead with the Right of Way permits required. There will be a hearing on Thursday, July 11 regarding this permit and Drea will be attending along with the Minnesota Association of Townships attorney. We are still waiting on a ruling from the judge regarding the Condemnation proceedings.

Empey Farms – No new activity at the property that anyone is aware of.

NEW BUSINESS

Dakota County Sheriff Ordinance Enforcement letter – Clerk to send a response letter indicating that the department is to enforce our existing ordinances.

Dakota County Community Development Agency Cooperation Agreement – Clerk to contact the agency by telephone and get more information about this program so action can be taken at the August BOS meeting.

ROAD REPORT

Mark Henry reported that pot hole repairs need to be made on the blacktop on Alverno Ave and that road should be added to the rotation of blacktopped roads in the township for scheduled maintenance. Mr. Henry recommends that at the same time he gets an estimate for the blacktop repairs on Alverno Ave, he will have the contractor look at 277th St W and check for a possible sink hole developing under part of that road. He will get estimates and present the information at the August BOS meeting.

Wild Parsnip control – Mr. Henry has done some limited spraying, but the invasive weed is definitely spreading in some areas. He thanked Sandy Weber and her daughter for surveying and identifying areas in the township where wild parsnip is growing. His recommendation is that the ditches not be mowed as scheduled in August to cut down on the possibility of the seeds being spread to further areas, and some of the money designated for the mowing can be used toward commercially spraying in the fall. Mr. Henry recommends re-examining the known areas in the spring and re-survey for wild parsnip at that time to determine if spraying should also be done next spring.

Russ Zellmer moved and Sandy Weber seconded that the August mowing should be skipped, spraying should be done this fall and re-examined for possible spraying next spring. Motion carried 4 ayes.

Russ Zellmer also commented that dustproofing will be done on the turnback roads, so that might go slightly over budget.

Mark Henry updated that the majority of gravelling on the township roads is complete.

Monique Berg thanked Mark Henry and our Roads Committee for the great job they do with our township roads.

TREASURER’S REPORT

Receipts	\$ 179,006.97
Cash Control	\$ 18,205.32
Current Investments	\$ 763,729.27

Mike Rademacher made a motion and Sandy Weber seconded to approve Treasurer’s Report. Motion carried 4 ayes.

Colette Mumm updated that the \$10,000 - 5 year CD automatically renewed for another 5 years rather than the 2 years that had been recommended at the previous BOS meeting. The interest rate is a bit higher at the 5-year rate.

Mike Rademacher made a motion and Sandy Weber seconded to leave the CD at a 5-year term. Motion carried 4 ayes.

PAYROLL AND CLAIMS

Payroll:	\$ 5,160.40	Claim # 7716-7727
Claims:	\$ 31,255.61	Claim # 7728-7753
Total:	\$36,416.01	

Sandy Weber made a motion and Mike Rademacher seconded to accept Payroll and Claims. Motion carried 4 ayes.

CLERKS REPORT

Barbara Lang, Clerk, reported that she has trained with our previous Web person and is planning to do the Website updates going forward. Gloria Habeck will continue to assist if needed.

The Clerk has received several inquiries from residents about The Chronicle. She is willing to format a summer issue and Randy Becker has volunteered to contact the regular advertisers. The plan is to have the Chronicle ready to go out around August 1.

The Clerk indicated that Jim Bogue is willing to do the prep, rustproofing, and repainting of the exterior doors of the town hall for time and materials. There was some discussion and this project will proceed depending on the weather.

Ms. Lang gave a brief description of going forward with pre-payment of the CTAS software which is necessary for the software to be compatible with updated computer operating systems.

Current W-4 and I-9 forms were handed out to the Board members present. MAT has encouraged all townships to have updated personnel forms and files in place. Members are asked to bring their completed forms to the August meeting along with the proper ID that will be verified so our files will be in compliance.

The Clerk requested that she be given authorization by the BOS to filter “junk” mail, faxes, and e-mail. At her recent MAT training, she learned that the BOS must give permission for this or else they need to take the time to review ALL of these items during each BOS meeting.

Russ Zellmer made a motion and Sandy Weber seconded to give the Clerk permission to dispose of junk mail at her discretion. Motion carried 4 ayes.

At 8:57 pm Russ Zellmer made a motion and Sandy Weber seconded to recess the meeting and go into a closed session. Motion carried 4 ayes.

Discussion at the closed meeting was regarding the Great River Energy Right of Way permitting. Those present were Drea Doffing, Chair; Russ Zellmer, Vice-Chair; Mike Rademacher and Sandy Weber Supervisors; Barbara Lang, Clerk; and Mark Hellie, Minnesota Association of Townships attorney representing Castle Rock Township.

Meeting was recessed at 10:05 pm to reconvene on Thursday, July 11, 2013 at 3 pm at the Town Hall and by teleconference.

Mike Rademacher moved and Russ Zellmer seconded that the meeting be recessed. Motion carried 4 ayes.

Respectfully Submitted
Barbara Lang, Clerk

Attest:
Drea Doffing, Chair of Board of Supervisors