

**CASTLE ROCK TOWNSHIP**  
**BOARD OF SUPERVISORS REGULAR MEETING**  
**December 8, 2014 @ 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 Monday, December 8, 2014 at 7:00 p.m. Present were Drea Doffing, Chair; Russ Zellmer, Vice-Chair; Jeff Partington, Sandy Weber, and Dave Nicolai, Supervisors; and Barbara Lang, Clerk. Colette Mumm, Treasurer was not present. Also in attendance were Tom Harris, Karyn O'Brien, Delma Jennrich, Gary Reuvers, Walter Strese, Bud Jennrich, Norb Gregory and Dan Harris.

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

**APPROVE AGENDA**

Drea Doffing requested to add Cemetery Association update to Unfinished Business.

**Dave Nicolai made a motion and Jeff Partington seconded to accept the amended agenda. 5 ayes. Motion carried.**

**CONSENT AGENDA REVIEW/APPROVE**

1. November 10, 2014 Board of Supervisors Meeting Minutes  
Drea Doffing requested that within the previous correction to the October 14, 2014 minutes, the last sentence should be corrected to read, "In addition, the letter sent by the Building Inspector will be included as part of the meeting minutes."
2. Public Hearing date requested on December 22 at 6:30 pm for Conditional Use Permit application to move house and garage and Demo Permit application for existing house on lot, Lorinda Harstad, 1941 225<sup>th</sup> St W.
3. Public Hearing date requested on December 17 at 7 pm for Conditional Use Permit application for Verizon Wireless Cell Tower, 24402 Denmark Ave (Pearl Shirley is land owner).

**Russ Zellmer made a motion and Jeff Partington seconded to approve the consent agenda with the correction to Item 1 as listed above. 4 ayes. Sandy Weber abstained. Motion carried.**

**DAKOTA COUNTY SHERIFF UPDATE**

Ryan Googins was present from the Dakota County Sheriff Department. Burglaries within Dakota County have increased again countywide. Televisions, jewelry, and cash are the most common items being stolen. The majority of the recent burglaries have occurred in the daytime while people are at work. Citizens are cautioned to lock doors and windows and watch for unfamiliar cars or people on their own property and on their neighbor's property and should report any suspicious activity by calling 911. He also reminded everyone that it is a good idea to take photos of valuables, especially jewelry and electronics, and to keep a record of serial numbers for all electronic equipment. It is very helpful to have this so items can be identified if recovered.

**PUBLIC COMMENT** - None

**PLANNING COMMISSION UPDATE**

At the November 24, 2014 Planning Commission meeting, the following items were recommended:

- Conditional Use Permit application to move house and garage and Demo Permit application for existing house on lot, Lorinda Harstad, 1941 225<sup>th</sup> St W. Public Hearing date requested on December 22 at 6:30 pm
- Conditional Use Permit application for Verizon Wireless Cell Tower, 24402 Denmark Ave (Pearl Shirley is land owner) Public Hearing date requested on December 17 at 7 pm

In addition, a parcel split application was received from Cole and Desirae Empey. The application will not be reviewed until further documentation is provided by them.

## REVIEW / APPROVE - None

### UNFINISHED BUSINESS

- Land Use Issues – Ordinance Update discussions

Supervisors reviewed the redline draft prepared by the Township attorney for amended language, as well as the final document to be adopted. The Clerk was instructed to set a Public Hearing date for December 22 at 6:45 pm.

- Farmers Mill & Elevator building project.

Further clarification from Troy Gilchrist, Township Attorney, was given to all Supervisors regarding Agricultural vs Commercial property and buildings on those properties. Dave Nicolai has talked to representatives at the City of Farmington about how building permit fees are collected by them. They have staff that process the permit fees and issue the permits, which is a little different than the Township, as we have a hired contractor acting as our Building Official. He was told that if there is a significant discrepancy between the actual cost of the project and the valuation of the building project, the City contacts the contractor for the project to get a further breakdown of the costs by category and review to sometimes make adjustments to the fee schedules. They also said that their policy is to consider the Minnesota Building Code fee schedules as suggested fees, and jurisdictions can adjust according to their own discretion. Dave encouraged all BOS members to do some further research on the State website regarding building permit fees.

- Update from Sandy Weber on the November 19 North Cannon River Watershed Management Organization meeting.

Sandy Weber reported that they were given an update that for the first time during this past year, four applicants were denied irrigation permits because of some of the new regulations. Jeff Partington asked if tiling was discussed. Sandy indicated that the State Legislature is working on updated legislation to set better guidelines for this, which are based on studies that have been done on the aquifers in many areas and the concerns for protecting groundwater.

- Cemetery Association update.

Drea Doffing explained that the Al Maghira Cemetery Association had submitted an application for a Conditional Use Permit, which upon staff review, was returned as it is not allowed under the Town's zoning ordinance. The application was essentially the same as the previous one, and the zoning ordinance prohibits the resubmission of the application for a period of 12 months from the date of denial which was August 25, 2014. The Township received a letter of reply after the application and fee were returned. Troy Gilchrist, Township attorney, has responded on the Township's behalf.

### NEW BUSINESS

- Referring back to the Conditional Use Permit that was listed under the Consent Agenda, the Verizon Representative, Karyn O'Brien, requested that the Board authorize them to proceed with the project, contingent on no opposition being heard during the Public Hearing.

**Russ Zellmer made a motion and Dave Nicolai seconded to approve proceeding with the cell tower Conditional Use Project contingent on no opposition during the Public Hearing and the Planning Commission recommending to proceed. 5 ayes. Motion carried.**

### ROAD REPORT

- Drainage Project in Rocky Hills/impact on Jennrich property – Grant Jacobson, Township Engineer, has been asked to evaluate any impact on the neighboring property. The Township has not yet received his written report. Walter Strese spoke on behalf of the group of neighbors in attendance, and they are asking for a guarantee the more water won't be going through their land as a result of the culvert and ditch upgrades in Rocky Hills Addition. Russ Zellmer commented that the way the upgrades were designed, there would not be additional water flowing into the

floodplain area, the changes will just improve the water flowing faster so it no longer will create flooding when there is heavy rainfall, or with the spring runoff. The upgrades will be monitored in the spring to make sure everything is draining properly, or if any additional modifications might need to be made. A copy of the engineer's evaluation will be sent to the Jennrich's once it is received.

- LKQ/Viking Auto drainage basins – no update has been given. Clerk is instructed to contact the business and property owners for an update.
- Roads Committee Budget Meeting was held on November 19. The recommendations have been provided to Colette Mumm, Treasurer, to include in the preparation of the 2015 Township Budget updates. Russ Zellmer commented that they are recommending a slight increase in the Roads Budget. A breakdown of the recommendations will be provided to the Supervisors at the Annual Budget Meeting.

### **TREASURERS REPORT**

Receipts	\$ 43,657.57
Cash Control	\$ 2,658.32
Current Investments	\$726,741.10

**Russ Zellmer made a motion and Sandy Weber seconded to approve the Treasurer's Report. 5 ayes. Motion carried.**

### **REVIEW PAYROLL AND CLAIMS**

Payroll:	\$ 1,696.11	Claim #8191-8192
Claims:	\$ 30,751.66	Claim #8193-8213
<b>Total:</b>	<b>\$37,289.59</b>	

**Dave Nicolai made a motion and Russ Zellmer seconded to approve the Payroll and Claims Review. 5 ayes. Motion carried.**

### **CLERKS REPORT**

- The Township has received partial payment from our MAT Insurance carrier for the damage repair. Drea is working with Crest Exteriors to choose the replacement materials for the front of the foyer at the building entrance. The window has been replaced.
- Clerk will be attending pre-election meeting for the March Township elections tomorrow, December 9. We will still be using the existing voting equipment for this election. Filings for Supervisor D and Supervisor E will be accepted between December 30, 2014 and January 13, 2015.
- Please let me know if you see any updates to be made on the Website.

**Sandy Weber made a motion and Russ Zellmer seconded to adjourn. 5 ayes. Motion carried.**

Meeting adjourned at 8:08 p.m.

Respectfully Submitted,  
Barbara Lang, Clerk

Attest: Drea Doffing, Chair of Board of Supervisors