

CASTLE ROCK TOWNSHIP
BOARD OF SUPERVISORS REGULAR MEETING
December 11, 2017 @ 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 11, 2017 at 7:00 p.m. Present were Sandy Weber, Chair; Jon Juenke, Vice-Chair; Jeff Partington, Kelly Elvestad and Dave Nicolai, Supervisors; Barbara Lang, Clerk; and Rhonda Rademacher, Treasurer. Also in attendance were Allen Hoffman, Russ Zellmer, Mark Henry, Mike Slavik, Brad Halse, Keith Jaeckels and Caryn Christenson.

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

APPROVE AGENDA

Chair Sandy Weber requested to add two topics to New Business: Discussion of Ordinance language, and Clerk expectations. Supervisor Jon Juenke requested to make a Public Comment in conjunction with the discussions on clustering, as his property is part of that discussion and he will recuse himself at that time.

Jon Juenke made a motion and Kelly Elvestad seconded to approve the amended agenda. 5 ayes, motion carried.

DAKOTA COUNTY COMMISSIONER MIKE SLAVIK

Commissioner Slavik was present to provide updates on County activities and information.

If there are interested residents, two additional meetings regarding Principal Arterial Studies in the County will be held in the City of Farmington and Eureka Township. The County Board will be approving recommendations in the new year.

He commented that in general residents should see an approximate 7% increase in residential values and an approximate 10% decrease in AG property values.

In the 2018 Dakota County Budget, the regional rail levy is in the process of being phased out over the next three years, and that money will be re-directed to other more beneficial local projects including the 5-year CIP for road projects.

He realizes the intersection of County Road 86 and State Highway 3 has been of great concern to residents in our area, and the County is working with MnDOT about some better signage options. Among the possibilities are flashing stop signs, or leaving the left-side Stop signs in place and installing a larger Stop sign on the right-hand sides, and adding signage that says "Cross Traffic Does Not Stop". They have also discussed the possibility of additional lighting at the intersection.

Commissioner Slavik also indicated there will be an Open House meeting scheduled sometime in the spring for discussions regarding the County Road 78 project that will be coming up.

Dave Nicolai gave Commissioner Slavik an update on discussions from the previous Board of Supervisors meeting regarding the Hampton Woods Wildlife Management Area.

DAKOTA COUNTY SHERIFF UPDATE

A representative was present from the Dakota County Sheriff's Office. He reminded all residents to slow down on the slippery roads now that winter weather has arrived. He also cautioned residents to be watchful with their mail over the holidays, as there are always instances of both outgoing and incoming mail being stolen from mailboxes.

CONSENT AGENDA REVIEW/APPROVE

- November 13, 2017 Board of Supervisors Regular Meeting Minutes

Jeff Partington made a motion and Dave Nicolai seconded to approve the Consent Agenda. 5 ayes. Motion carried.

PLANNING COMMISSION UPDATE

Jeff Partington read the Planning Commission update as listed on the agenda:

On November 27, 2017 the Planning Commission reviewed the following items:

- Building Permit Application for new residence, Brad & Sharon Halse, 26752 Denmark Ave
- Building Rights Transfer Application, Glen Haefs, PID 07-01700-54-010
- Parcel Split Application, Allen & Marilyn Hoffman property, PID 07-01300-25-011

All applications and accompanying information was reviewed and recommended to the Board of Supervisors for approval.

In addition, the Planning Commission members reviewed the Building Rights Transfer (Clustering) language in the township's Zoning Ordinance. Some township maps were reviewed showing various situations and when it would be required for other property owners to sign off on the forms. There was also a brief discussion that if the RR1 rezoning request is authorized by the Board of Supervisors at their December meeting, the township needs to consider adding Clustering provisions for RR1-zoned land to the existing language in the Zoning Ordinance. At the present time there are only provisions for Clustering on AG-zoned property.

REVIEW / APPROVE

- Building Permit Application for new residence, Brad & Sharon Halse, 26752 Denmark Ave

Kelly Elvestad made a motion and Jon Juenke seconded to approve this building permit application. 5 ayes. Motion carried.

- Building Rights Transfer Permit for Glen Haefs, PID 07-01700-54-010

Jon Juenke made a motion and Dave Nicolai seconded to approve this Building Rights Transfer Permit. 5 ayes. Motion carried.

- Parcel Split Application, Allen & Marilyn Hoffman property, PID 07-01300-25-011

Dave Nicolai made a motion and Kelly Elvestad seconded to approve this Parcel Split. 5 ayes. Motion carried.

- Resolution 2017-18 Resolution Approving a Parcel Split for PID 07-01300-25-011 Located Along Blaine Ave

Jon Juenke made a motion and Kelly Elvestad seconded to approve Resolution 2017-18. 5 ayes. Motion carried.

UNFINISHED BUSINESS

- Discussion about re-zoning previously identified areas from AG zoning to Rural Residential 1
Supervisor Nicolai stated that he and Drea Doffing had discussion with Town Planner, Dean Johnson, at the Open House about how clustering could be accomplished to preserve as much land as possible for continued agricultural use. Mr. Nicolai stated that Mr. Johnson's recommendation was that clustering language could be developed to create smaller lots if the re-zoning to Rural Residential moves forward.

Jon Juenke excused himself from the Board meeting table. He distributed copies of an e-mail he had received from Dean Johnson, the Township Planner, regarding Rural Residential development in Castle Rock Township along with a map of the area of discussion, and read that information out loud. Mr. Johnson provided an outline of actions that would need to take place for any new development:

1. "Designation of property as Rural Residential in the comp plan update
2. Rezoning of the land to Rural Residential after the comp plan update is approved

3. A subdivision application for new lots. This can be a conventional subdivision of 10-acre lots or a cluster development subdivision application for lots less than 10 acres
4. An example of a cluster development on an 80-acre parcel could be an 8-lot plat with new street and 2-acre lots. The subdivision development agreement would allow the transfer of the building rights on the 80-acre parcel (8 lots) to the platted area of the subdivision. The remaining portion of the 80-acre parcel would become agricultural and have no building rights until the zoning ordinance was amended to have a different development standard. Typically, a conservation easement or other mechanism is placed on the remaining agricultural property to record the loss or absence of any remaining building rights.
5. Option: The developer of a cluster development could create private covenants on the platted lots that could restrict building improvements on each new lot to one-half of the lot, which would preserve a future buildable lot if public utilities ever became available. The zoning ordinance has no provisions to require this, but a developer could choose to do such a restrictive covenant.”

Resident Russ Zellmer inquired about when Mr. Juenke had contacted Dean Johnson, and Mr. Juenke replied that it was after Thanksgiving. Mr. Zellmer was concerned that this information hasn't been made available to the Public. Supervisor Elvestad commented that most of this information had been outlined at the Open House Public Meeting that was held at the Town Hall on November 20. Mr. Johnson had explained how clustering could work if the clustered lots were moved closer to State Highway 50 and the remaining land at the property could still be retained for agricultural use. Mr. Juenke indicated that he has followed the steps required to date to purchase some additional land so there would be access to Highway 50, and then shouldn't impact the township road along 225th Street.

Supervisor Partington was asked to clarify the Planning Commission recommendation. He stated that the Planning Commission recommended going forward with rezoning to Rural Residential 1 with the 10-acre lots as described in the Zoning Ordinance. Supervisor Elvestad also commented that during the Comprehensive Plan update process is the appropriate time to consider rezoning for this area. The guidance they have received from the Town Planner indicates that this would be the appropriate time for such a consideration for the Metropolitan Council to review and consider this rezoning request.

Dave Nicolai made a motion and Kelly Elvestad seconded to accept the Planning Commission recommendation to rezone this area to Rural Residential 1 with 10-acre provisions as identified in the Zoning Ordinance. 4 ayes (Supervisor Jon Juenke abstained). Motion carried.

- Discussion about Clustering language in our Zoning Ordinance – this item was tabled to a future meeting pending Metropolitan Council approval of the rezoning change.

COMMITTEE REPORTS

- Report on Mental Health First Aid Workshop on October 26 - Kelly Elvestad
- Supervisor Elvestad provided a hand-out that was part of the training she received at the Mental Health First Aid Workshop she attended on October 26. She has completed training and is certified in Mental Health First Aid. She is trained to provide initial help to people experiencing problems such as depression, anxiety disorders, psychosis, and substance use disorders. It was requested that the Clerk post this information on the township website.

NEW BUSINESS

- Discussion about Ordinance language

Chair Sandy Weber indicated that she wants to review previous versions of the Zoning Ordinance. She will work with the Clerk to review copies of previous versions of the Zoning Ordinance to check for any omissions that might have been made when the last update was done.

ROAD REPORT

- Road Committee Budget meeting was held Nov 21 at 7 pm. A copy of their recommendations had been provided for all the Supervisors, and Mark Henry summarized some of the categories that had been discussed at that meeting. Mr. Henry has already been working with Dakota County in preparation for road construction projects that will be affecting our township next summer.
- Township roads have been treated for ice and snow since winter weather has begun.

NEW BUSINESS

- Clerk Expectations.

Chair Sandy Weber distributed copies of “Town Clerk Customer Service Expectations” (Policy) in addition to copies of notes from previous employee performance reviews for the Clerk and blank paper ballots to all Supervisors. Clerk Barbara Lang requested a copy for the township records and was informed that she would receive a copy later. The Supervisors were given a few minutes to review this information, and Chair Weber proceeded to ask each Supervisor to make comments on the performance of the Clerk. She also indicated that the Town Treasurer and any other residents in attendance would be given the opportunity to make comments. There was no discussion about the Policy document that was presented for the Supervisors to adopt. Chair Weber started at one end of the meeting table and asked each Supervisor to make comments about the Clerk’s performance of her job. The Treasurer and several residents in attendance also made comments. Clerk was asked to make comments, and again asked for a copy of the paperwork that had been given to all the Supervisors. There was no extra copy, but Supervisor Elvestad gave the Clerk her copy. Clerk was asked to sign a copy of the policy. She indicated that she had not had time to review the information and would not respond at this meeting. Final comment made was that the Clerk would keep her position for now.

TREASURER’S REPORT

Receipts \$ 4,012.79
Current Investments \$720,293.78

**Kelly Elvestad made a motion and Jon Juenke seconded to approve the Treasurers Report. 5 ayes.
Motion carried.**

REVIEW PAYROLL AND CLAIMS

Payroll: \$ 1,408.52 Claim # 9100 – 9102 (Includes replacement check for Mike Betzold)
Claims: \$ 33,960.58 Claim # 9103 - 9117
Total: \$ 35,369.10

**Kelly Elvestad made a motion and Jeff Partington seconded to approve Payroll and Claims. 5 ayes.
Motion carried.**

CLERKS REPORT

- During this past month, we had an electrician here to replace/repair several interior light fixtures and also had the two exterior lights outside the front door replaced with LED lights, which are brighter and should last longer than the old fixtures.
- Township Election Updates: Reminder that Filing for the two Supervisor openings (Supervisor D and Supervisor E) begins on January 2nd and runs through January 16th. In addition, all election judges will need to go through the re-certification training in 2018. The County is streamlining some of the processes for election preparation under provisions allowed in MN State legislation that was adopted in 2017.
- Please let Clerk know if you have any further updates that should be posted on the website.

ADJOURN

Jon Juenke made a motion and Kelly Elvestad seconded to adjourn. 5 ayes. Motion carried.

Meeting adjourned at 9:28 p.m.

Respectfully submitted,

Barbara M. Lang, Clerk

Attest: Sandy Weber, Chair of Board of Supervisors