

**CASTLE ROCK TOWNSHIP  
BOARD OF SUPERVISORS REGULAR MEETING  
April 10, 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, April 10, 2017 at 7:00 p.m. Present were Sandy Weber, Chair; Jon Juenke, Vice-Chair; Jeff Partington, and Dave Nicolai, Supervisors; Barbara Lang, Clerk and Rhonda Rademacher, Treasurer. Supervisor Kelly Elvestad was not present. Also in attendance were Tony Mulvihill, Russell Zellmer, Russ & Ashley Zellmer, Terry Stapf, Tom Stapf, Pete Schaffer, Scott Qualle, and Mark Henry.

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

**APPROVE AGENDA**

**Jeff Partington made a motion and Jon Juenke seconded to accept the amended agenda. 4 ayes. Motion carried.**

**CONSENT AGENDA**

1. February 27, 2017 Special Meeting Minutes

**Dave Nicolai made a motion and Jeff Partington seconded to approve the amended minutes with Dean Johnson's comments included. 4 ayes. Motion carried.**

2. March 13, 2017 Board of Supervisors Regular Meeting Minutes

3. Resolution 2017-06 Joint Resolution Establishing an Orderly Annexation Agreement between the City of Farmington and Castle Rock Township

4. Large Assembly Permit for Midwest Mopars to be held June 2-4 at Dakota County Fairgrounds

**Jeff Partington made a motion and Jon Juenke seconded to approve Items 2, 3 & 4 listed above. 4 ayes. Motion carried.**

**DAKOTA COUNTY SHERIFF UPDATE** – It was reported that there has been vandalism and theft of wiring for irrigation systems, including 4 fields in Castle Rock Township. Everyone is instructed to call 911 if you see any unfamiliar cars or activity by fields, especially those with irrigation systems.

**PUBLIC COMMENT** - None

**PLANNING COMMISSION UPDATE**

A series of Public Hearings was held beginning at 6:30 pm on March 27, 2017 as follows:

**HEARING #1:** The purpose of this hearing was to review an application for a Variance for continuing use of a shared driveway from Russ Zellmer at 1612 250<sup>th</sup> Street W.

Recommendation was made for the Board of Supervisors to approve this variance.

**HEARING #2:** The purpose of this hearing is to review Ordinance Amendment 2017-A, amending the Castle Rock Township Zoning Ordinance to opt out of the temporary family health care dwellings provisions recently enacted as Minnesota Statutes, section 462.3593.

Recommendation was made for the Board of Supervisors to approve this Ordinance Amendment.

**HEARING #3:** The purpose of this hearing is to review Ordinance 2017-01, an Ordinance establishing a service charge for emergency fire services in the town.

Recommendation was made that the township attorney review the language presented as it doesn't appear to match the intent of the new fire contract with the City of Farmington.

At the March 27, 2017 meeting, the following action items were reviewed:

- Review Building Application for new in-ground pool, Tom Stapf, 25259 Blaine Ave
- Review Demo Application for existing residence, Russ Zellmer, 1612 250<sup>th</sup> St W
- Review Building Application for new residence, Russell Zellmer, 1612 250<sup>th</sup> St W
- Review Building Application for pole building (not ag), Jason Otte, 2345 277<sup>th</sup> St W
- Review Building Application for pole building (not ag), Anthony and Samantha Mulvihill, 25495 Alverno Ave

- Review Ag-zoned Building Application, Scott Harris, 22520 Blaine Ave

All were recommended for the Board of Supervisors to approve.

There was also discussion regarding commission member re-appointments for the two members whose terms expire in 2017. Mary Ann Enggren is willing to serve another term, but Gerald Larson would like to retire if there is someone else available to serve.

### **REVIEW / APPROVE**

- Review Building Application for new in-ground pool, Tom Stapf, 25259 Blaine Ave

**Dave Nicolai made a motion and Jon Juenke seconded to approve the building permit. 4 ayes. Motion carried.**

- Review Demo Application for existing residence, Russ Zellmer, 1612 250<sup>th</sup> St W

**Dave Nicolai made a motion and Jeff Partington seconded to approve the demo permit. 4 ayes. Motion carried.**

- Review Building Application for new residence, Russell Zellmer, 1612 250<sup>th</sup> St W

**Dave Nicolai made a motion and Jon Juenke seconded to approve the building permit application. 4 ayes. Motion carried.**

- Review Building Application for pole building (not ag), Jason Otte, 2345 277<sup>th</sup> St W

**Dave Nicolai made a motion and Jon Juenke seconded to approve the building permit. 4 ayes. Motion carried.**

- Review Building Application for pole building (not ag), Anthony and Samantha Mulvihill, 25495 Alverno Ave

**Jon Juenke made a motion and Jeff Partington seconded to approve the building permit. 4 ayes. Motion carried.**

- Review Ag-zoned Building Application, Scott Harris, 22520 Blaine Ave

**Jon Juenke made a motion and Dave Nicolai seconded to approve the ag-zoned building permit. 4 ayes. Motion carried.**

### **COMMITTEE REPORTS**

- Parks – Discussion of a workday at Countryside Estates Park was postponed until the May meeting, as Supervisor Kelly Elvestad was not present.
- North Cannon River Watershed Management Organization (NCRWMO) – Chair Sandy Weber reported that the U of M is holding courses for those interested in learning about invasive aquatic species. At the last NCRWMO meeting they were informed that water studies continue that monitor the water quality in our area. Goodhue and Rice Counties will also be performing similar studies in the near future. Supervisor Jeff Partington asked about buffer areas and tiling, which Sandy addressed briefly. She also discussed concerns about nitrate use and how it affects the water.
- Dakota County Association of Townships meeting – Chair Sandy Weber attended the spring meeting, which always includes presentations from many Dakota County departments. The information presented was interesting and informative, as always.

### **UNFINISHED BUSINESS**

- Review Variance Application for Russell Zellmer, 1612 250<sup>th</sup> St W – There were no objections at the Public Hearing, and the Planning Commission recommends approval. Resolution is still being reviewed by the Township Attorney and will be on the agenda for the May meeting.
- Opt-Out Ordinance Amendment 2017-A for Family Healthcare Dwelling Units and accompanying Resolution 2017-01

**Jeff Partington made a motion and Jon Juenke seconded to adopt Ordinance Amendment 2017-A. 4 ayes. Motion carried.**

**Jeff Partington made a motion and Dave Nicolai seconded to adopt Resolution 2017-01 regarding the above Ordinance. 4 ayes. Motion carried.**

- Discuss amending language in new Ordinance 2017-01 (draft) establishing fees for Emergency Response Services in Castle Rock Township – Chair Weber asked the Supervisors present to see notes from the

Public Hearing that was held on March 27. The draft that was modeled after the Ordinance being used by Empire Township seems to be clearer and describe the intentions under the updated Emergency Services Contract with the City of Farmington. This version will be reviewed at another Public Hearing since the language is different.

**Dave Nicolai made a motion and Jeff Partington seconded to set a Public Hearing for April 24, 2017 at 6:30 pm. 4 ayes. Motion carried.**

- 2017 Park Mowing Contract Renewal – Updated contract from David Mumm was reviewed.

**Jon Juenke made a motion and Jeff Partington seconded to accept the mowing contract. 4 ayes. Motion carried.**

- Discuss contract renewal for Building Inspector – Existing contract with MNSPECT expires on June 30, 2017. Scott Qualle from MNSPECT was present at the meeting. He indicated his company is in the process of installing updated software that will help expedite the permit process. Clerk was instructed to prepare and post a Request for Quotes for Inspection Services. Quotes will be due to the township by June 6, 2017 and the Board of Supervisors will review and award the contract at the June meeting.
- Review quotes and materials for new town hall roof – Pete Schaffer was present and had samples of steel roofing with granules. This same type of steel comes without the granules. He also explained other options for various thicknesses. Mr. Schaffer explained that high-temp ice/water barrier needs to be used with metal roofing. Ridge vent will be used, and snow breaks will be installed. Russell Zellmer commented that flat steel with hidden fasteners should be adequate for the town hall building. Mr. Schaffer will prepare at least two price proposals encompassing options for materials to be used, to include no granules, using sheets, and as high quality as possible to stay close to what is in the budget that was approved for 2017 at the annual Town Meeting.
- Continuing discussion of re-zoning requests and plan for land use map updates – No discussion on the re-zoning took place, but Chair Weber reminded all the Supervisors that they need to continue to review the maps that were provided at the overview meeting and bring any changes or updates to the May meeting.
- **NEW BUSINESS**
- Discuss tentative dates for public open house meeting with Dean Johnson, Resource Strategies, and Bolton & Menk, his partner for the Collaborative Comprehensive Plan updates. Potential dates were discussed, and the suggestions were October 2, October 16, and November 20. Clerk was instructed to send this information to the contact listed on the correspondence.
- Brief review of Conditional Use Permit for Haven Acres youth ranch and set Public Hearing Date. Informal review of Conditional Use Permit was made, and Sandy Weber read the business description that was provided on the application form. Russell Zellmer questioned if this could make the buildings on the property to be considered a commercial use rather than ag use, and asked for our Building Official's opinion on this. Scott Qualle indicated it is a gray area and normally these matters are considered on a case-by-case basis. Public hearing date was set for April 24 at 6:30 pm. Clerk was instructed to post and publish the required notices.

## **ROAD REPORT**

- Review 2017 Gravel Quotes

Quotes were received from Castle Rock Materials and Anderson Excavating. Anderson uses Solberg Aggregates material. There was discussion to continue to use similar materials that are on the roads.

**Dave Nicolai made a motion and Jon Juenke seconded to accept Anderson for projects 1-3 and spot gravel from both vendors. 4 ayes. Motion carried.**

- Review 2017 Dustproofing Quotes

Quotes were received from Envirotech and Quality Propane. It was noted that Envirotech quoted at the same rate they give Dakota County.

**Dave Nicolai made a motion and Jeff Partington seconded to accept both quotes, and the vendor with the best availability will be used as they are needed. 4 ayes. Motion carried.**

- Discuss road signs along Hwy 3 in Rocky Hills

Mark Henry has contacted people from Dakota County Transportation to determine what they have encountered when these types of signs need to be replaced. He is working on replacement signs for both 263<sup>rd</sup> Street and 264<sup>th</sup> Street, but the new signs will not have the cross-street for Chippendale, which is a state highway.

- Discuss upcoming Minnesota DOT projects in Castle Rock Township

Copies of the detour areas were provided to the Supervisors. Mr. Henry indicated he will be putting out traffic count equipment soon, prior to the detours going in place when Hwy 3 will be shut down later this summer, so the township will have a better idea of the normal traffic use on some of the township roads that will be likely detours for local residents, rather than the posted detours that are planned by MnDOT.

- Discuss previously authorized biosolids spreading haul route

Mr. Henry has some concerns about the haul routes that have been used in the past, and will work with the Met Council people to make some adjustments for the spring biosolid haul routes.

### **TREASURER'S REPORT**

Receipts \$ 10,631.90

Current Investments \$ 840,806.26

**Jeff Partington made a motion and Jon Juenke seconded to approve the Treasurer's Report. 4 ayes. Motion carried.**

### **REVIEW PAYROLL AND CLAIMS**

Payroll: \$ 4,521.92 Claim # 8908 – 8917 (8907–voided due to printer issues)

Claims: \$ 26,733.97 Claim # 8918 - 8946

**Total: \$ 31,255.89**

**Jon Juenke made a motion and Jeff Partington seconded to approve the Payroll and Claims. 4 ayes. Motion carried.**

### **CLERKS REPORT**

- Annual website updates were done this evening. Clerk expects to get missing meeting minutes posted within the next week. Please let her know if you have any additional updates.
- Clerk will be out of town May 3-7. Every effort will be made to get the May BOS meeting packets delivered on Tuesday, May 2. The packets will have the preliminary agenda, as always, and will be updated prior to the meeting on May 8. If there are important additional attachments, they will be sent out by e-mail on Sunday, May 7 upon the Clerk's return. There will be an updated message posted on the township website, the voice mail, and on the bulletin board at the front door regarding the reduced hours for that week. She will not have access to e-mail during this time period, but will check voice mail messages as time allows.
- Clerk was instructed to notify the other two residents who have property within the re-zoning request areas that this consideration is being made, so that they will have an opportunity to participate in discussions.

**Jon Juenke made a motion and Jeff Partington seconded to adjourn. 4 ayes. Motion carried.**

Meeting adjourned at 8:32 pm

Respectfully submitted,  
Barbara Lang, Clerk

Attest: Sandy Weber, Chair of Board of Supervisors