

**CASTLE ROCK TOWNSHIP**  
**BOARD OF SUPERVISORS REGULAR MEETING**  
**April 14, 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, April 14, 2014 at 7:00 p.m. Present were Drea Doffing, Chair; Russ Zellmer, Vice-Chair; Jeff Partington, Dave Nicolai, and Sandy Weber, Supervisors; Colette Mumm, Treasurer; and Barbara Lang, Clerk. Also present were Monique Berg, Planning Commission Chair, Darryld Oistad, Ken Schentzel, Kevin Hafermann, GRE Representative Stan Tessmer, and Mark Henry.

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

**APPROVE AGENDA**

Russ Zellmer requested adding discussion of fence requirements for the Recycle Center on Hwy 3 in Farmington.

**Russ Zellmer made a motion and Sandy Weber seconded to accept the amended agenda. 5 ayes. Motion carried.**

**CONSENT AGENDA REVIEW/APPROVE**

1. March 10, 2014 Board of Supervisors Meeting Minutes
2. Large Assembly Application, WWII Re-enactment at Dakota City May 17 & 18, 2014
3. Large Assembly Application, Midwest Mopars at Fairgrounds May 31 and June 1, 2014
4. On-Sale Liquor License for Castle Rock Bar & Grill (new owners Kevin Hafermann and Jason Simmering)
5. MN Gambling License for Excluded Bingo, at Fairgrounds, Lions' Club of Farmington August 4-10, 2014

**Dave Nicolai made a motion and Jeff Partington seconded to approve the consent agenda as written. 5 ayes. Motion carried.**

**PLANNING COMMISSION UPDATE**

Monique Berg, Planning Commission Chair, reviewed information from the Planning Commission minutes of March 25, 2014. Recommendations were made to approve an ag building permit for Ken Schentzel and a garage building permit for Darryld Oistad.

Update on Viking Auto property – Will discuss more under Unfinished Business.

Monique also reminded the Board members again that the Township is seeking new members to serve on the Planning Commission.

**PUBLIC COMMENT**

None

**REVIEW/APPROVE**

1. Ag Building Permit, Ken Schentzel 22795 Annette Ave

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

2. Garage Building Permit (replacement of existing), Darryld Oistad 2375 260<sup>th</sup> St W

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

3. Proposed MPCA Property Access Agreement for groundwater monitoring well (contract in previous packet)

Russ Zellmer and Sandy Weber reported that they had inspected the proposed site and saw no problem with proceeding.

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

4. Park Mowing Contract with David Mumm

**Dave Nicolai made a motion and Sandy Weber seconded to renew the Park Mowing Contract with David Mumm. 5 ayes. Motion carried.**

### **UNFINISHED BUSINESS**

- Viking Auto

Monique Berg requested that, as Planning Commission Chair, she be kept in the loop if and when there are changes that are discovered with business issues previously handled by the Planning Commission so everyone is up to speed. After the Planning Commission's recommendation last month, the BOS was guided by the township attorney that in order to proceed with the re-zoning at the Viking Auto property the Township actually needs to file an Amended Comprehensive Plan to be approved by the Metropolitan Council. Since this was discovered, there have been questions regarding the pros and cons of rezoning from agricultural to commercial for the property. Monique requested that the Board authorize the Clerk to contact the Township Planner, Dean Johnson, and make arrangements for him to attend the April 22<sup>nd</sup> Planning Commission meeting to give an overview of concerns and risks if we go forward with rezoning, and answer questions regarding this process, as well as to ask him to provide a written re-cap of discussions at this meeting so we have a record of this as reference going forward. Barbara Lang, Clerk, recommended that the Supervisors should plan to attend the Planning Commission meeting so everyone is at the same discussion and getting the same information at one time. In the meantime, Barbara has been working with Lisa Barajas from the Metropolitan Council to prepare the Amended Comprehensive Plan, and the Dakota County GIS Department is preparing the updated map that will be required.

**Dave Nicolai made a motion and Sandy Weber seconded that the Clerk make arrangements with Dean Johnson to attend the April 22<sup>nd</sup> Planning Commission meeting and post a Notice of Open Meeting since the Supervisors will be in attendance. 5 ayes. Motion carried.**

- CapX2020 Updates

Stan Tessmer presented an updated diagram of construction progress. Work is basically done in our Township. Some matting remains due to mud, soft road conditions, and road weight restrictions still being in place. Will need to schedule a final inspection of wetlands, roads, etc. in order to close out the permit. Drea Doffing, Chair, reminded Mr. Tessmer that per the terms of the permit the performance bond will be held for another year to ensure there is funding to cover any repairs that might be necessary. Ms. Doffing also inquired about a second circuit going on the poles at some future date. Mr. Tessmer believes that would be close to 30 years out unless there are significant changes in power requirements sooner. Whenever that project would happen, it would only involve stringing additional new wire and not the major construction that this project has been.

- Spring biosolids application.

The new contact, Patricia Oates, has been in contact to have everything ready if the weather cooperates. Clerk was instructed to contact the Met Council to advise them that there may be extended road restrictions in the biosolids haul route area.

- Fence at Recycle Center

Discussion regarding possible fence requirements at the Recycle Center at 22056 Chippendale Ave. We believe that in approximately November of 2012, it had been verified that the State

right-of-way requirement for fence location would put any fencing in the middle of the parking lot area, and nothing further was done at that time. Russ Zellmer will do some investigation with the owner and report back at next month's meeting.

### **NEW BUSINESS**

Discussion about requiring Northland Equities Two LLC to obtain an Interim Use Permit for the used auto sales lot at 22480 Chippendale Ave. Dave Nicolai will call the owner to let him know he needs to begin the application process.

### **ROAD REPORT**

- Gravel Quotes

Quotes were received from Anderson Rock & Lime and Castle Rock Materials.

**Russ Zellmer made a motion and Sandy Weber seconded to award Projects 1, 4 and 6 to Anderson; and award Projects 2, 3, 5 and 6 to Castle Rock Materials. 5 ayes. Motion carried.**

- Ditch Mowing Bid from Dale Kuchinka

Quote received is for top 7' swaths in the township right-of-ways in spring and fall. The Township will be making arrangements for wild parsnip spraying in the fall.

**Dave Nicolai made a motion and Sandy Weber seconded to award the mowing to Dale Kuchinka. 5 ayes. Motion carried.**

- Review quote for engineering services from Jacobson Engineers for CIP in Rocky Hills Addition.

**Dave Nicolai made a motion and Jeff Partington seconded to proceed with the engineering study outlined in the quote. 5 ayes. Motion carried.**

- Discussion about possibility of extending road weight restrictions on haul route roads until things have stabilized, as there is already evidence of some damage most likely caused by extra traffic and overweight vehicles.

**Drea Doffing made a motion and Sandy Weber seconded to approve road steward, Russ Zellmer, to extend road restrictions as needed, per MN statute 169.87 Seasonal Load Restriction Route Designation. 5 ayes. Motion carried.**

- Set tentative date for Annual Road Inspection in May.

Inspection will take place on Tuesday, May 20 at 6 pm. In case of inclement weather, a new date will be set at that time. The Clerk was instructed to contact the Roads Committee members about this date.

### **TREASURER'S REPORT**

Dave Nicolai excused himself as a supervisor. There was discussion regarding FDIC protection of township funds and current collateralization agreement to cover above FDIC limits. It may be in the township's best interest to distribute the township money between more than two banks, or adjust how much money is at each of the current banks we use. Colette Mumm, Treasurer, will verify interest rates at all three banks currently listed by Castle Rock Township per the Annual Reorganization Meeting and there will be further discussion at the May meeting. Dave Nicolai re-joined the supervisors after this discussion.

Colette Mumm recommended that the CD at Castle Rock Bank that is maturing on 4/15/14 be renewed at this time.

**Russ Zellmer made a motion and sandy Weber seconded to renew the CD. 5 ayes. Motion carried.**

There was discussion to draw up the paperwork to pledge an additional \$500,000 security with Castle Rock Bank so the township funds are secured for now.

**Russ Zellmer made a motion and Sandy Weber seconded to draw up additional agreements for pledged securities in the amount of \$500,000. 4 ayes. Dave Nicolai abstained. Motion carried.**

Receipts                   \$ 51,892.12  
Cash Control             \$ 3,571.92  
Current Investments   \$790,471.79

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

**REVIEW PAYROLL AND CLAIMS**

Payroll:                 \$ 5,312.37   Claim # 7956-7966  
Claims:                 \$ 10,063.78   Claim # 7967-7992

**Sandy Weber made a motion and Jeff Partington seconded to approve the Payroll and Claims Review. 5 ayes. Motion carried.**

**CLERK'S REPORT**

- Vandalism in the Town Hall yard occurred sometime between 2 pm on Sunday, March 30. Deputy Sheriff Moholl responded to my call to file a report. He recommends considering looking into a security camera (either fake or real), or at the minimum having motion sensor lights installed on the east end of the building to discourage this type of vandalism.
- Attended a workshop hosted by MNSPECT on March 31<sup>st</sup> for Township Clerks. Was a great overview about the permit process and gave everyone an opportunity to make sure we all have the current forms, etc.
- Reminder that the MAT Summer Short Courses will be held in June. Clerk requested permission to attend the course in Mankato on June 18. Early registration cost is \$50 per person. Sandy Weber and Drea Doffing expressed interest in attending along with Barbara Lang, Clerk.
- Requested making additional website updates as follows:
  - 1) Would like permission to list the two cemeteries and contact numbers for them on the website, as I get several calls each month and it is information that would be helpful for people in the area.
  - 2) Would like permission to include some updated links for Building Permit guidelines and general information.
  - 3) Would like permission to add a link regarding MN driver's license information.

**Russ Zellmer made a motion and Jeff Partington seconded to approve Clerk's requests as listed. 5 ayes. Motion carried.**

- There was discussion about the front door of the Town Hall building. It appears that the hinges and metal frame are beginning to fail, which caused many false alarms over the winter. This is also causing the ADT contacts to be loose. The door and two side lites are a single unit, so this would probably be an expensive undertaking. Russ Zellmer suggested that he will check Builder's Supply to see if they have any similar units and get an approximate price.

**Jeff Partington made a motion and Russ Zellmer seconded to adjourn. 5 ayes. Motion carried.**

Meeting adjourned at 9:22 p.m.

Respectfully submitted,  
Barbara Lang, Clerk

Attest: Drea Doffing, Chair