

**CASTLE ROCK TOWNSHIP
BOARD OF SUPERVISORS REGULAR MEETING
June 8, 2015 @ 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, June 8, 2015 at 7:00 p.m. Present were Sandy Weber, Chair; Jeff Partington, Jon Juenke, and Dave Nicolai, Supervisors; and Barbara Lang, Clerk. Not present were Russ Zellmer, Vice-Chair; and Rhonda Rademacher, Treasurer. Also in attendance was Eric Ruud. Late arrivals were Mark Henry and Mike Slavik.

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

APPROVE AGENDA

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

CONSENT AGENDA REVIEW/APPROVE

1. May 11, 2015 Board of Supervisors Meeting Minutes

Jon Juenke made a motion and Jeff Partington seconded to approve the Consent Agenda. 4 ayes. Motion carried.

DAKOTA COUNTY SHERIFF UPDATE - None

PUBLIC COMMENT - None

PLANNING COMMISSION UPDATE

At the May 18, 2015 Planning Commission the following items were reviewed:

- Building Permit application for Leonard & Sheryl Schrader, 27963 Delft Ave to construct a 60' x 50' pole shed (property is zoned RR-1).

Barbara Lang explained that the Board will be amending the previous Resolution requiring the homeowner to combine parcels last summer, as one parcel is on platted property and one is on assessed property. Since no buildings cross the property lines and the setbacks will be within our Ordinances, this should take care of the property records in case there is ever a future question.

- Parcel Split/Combination Application for Eric Ruud for property at 3555/3655 280th St W (portion of property is zoned Commercial, portion of property is zoned RR-1).

Mr. Ruud brought the survey map with the new legal descriptions for the Parcel Split he is requesting. Clerk Barbara Lang had confirmed with Dakota County Real Property Taxation and Records that Mr. Ruud will need to first combine the three existing parcels, and then the proposed parcel split can be recorded. The form required by Dakota County was given to Mr. Ruud to submit to the County to proceed with that part of the process. A new driveway will be established for Parcel A, as there is currently a shared driveway as the parcels exist now. He is working with Dakota County on the requirements for that. It was also clarified where the zoning between Commercial and RR-1 are, so that will be clear going forward.

Both were recommended to proceed for approval by the Board of Supervisors.

REVIEW / APPROVE

- Building Permit application for Leonard & Sheryl Schrader, 27963 Delft Ave to construct a 60' x 50' pole shed.

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

- Resolution 2014-02 Amendment A was reviewed, which amends the original language of Resolution 2014-02 that required a parcel combination of the parcels owned by Leonard and Sheryl Schrader after the parcel split they purchased in 2014 was approved. It was determined that one of the affected parcels is on platted property and one parcel is on unplatted property, and Dakota County Property Division will not combine these two categories without creation of a new plat, which would be financially restrictive as there is not an issue of a building that was previously constructed crossing a property line. Draft of the Resolution Amendment is still being reviewed by Troy Gilchrist, Township Attorney, who has been on vacation.

Dave Nicolai made a motion and Jeff Partington seconded that, contingent on Attorney review, Resolution 2014-02 Amendment A be approved. 4 ayes. Motion carried.

- Parcel Split/Combination Application for Eric Ruud for property at 3555/3655 280th St W
Clerk Barbara Lang noted that the Township has received confirmation from Dakota County that the Parcel Combination paperwork has been processed, so that requirement that had previously been discussed has been completed.

Jon Juenke made a motion and Jeff Partington seconded that the parcel split/combination be approved. 3 ayes: Sandy Weber, Jon Juenke, Jeff Partington; 1 abstain: Dave Nicolai. Motion carried.

- Resolution 2015-05 for parcel split listed above

Jon Juenke made a motion and Jeff Partington seconded that Resolution 2015-05 for the parcel split be approved. 3 ayes: Sandy Weber, Jon Juenke, Jeff Partington; 1 abstain: Dave Nicolai. Motion carried.

- Updated Plat Map for Castle Rock Bank parcel

Supervisors had a reduced version of the new plat map that has been prepared for the Castle Rock Bank parcels on Danville Ave in Castle Rock. As the existing bank building crosses a parcel line between platted property and unplatted property, they are required by Dakota County to create a new plat so these parcels can be combined, in conjunction with the building addition/renovation that will be taking place.

Jon Juenke made a motion and Jeff Partington seconded that the creation and recording of the new plat map be authorized to proceed. 3 ayes: Sandy Weber, Jon Juenke, Jeff Partington; 1 abstain: Dave Nicolai. Motion carried.

UNFINISHED BUSINESS

- Report on Citizens Committee to review Building Permit Process & Fees

Copies of the minutes from the meeting held on May 27, 2015 were provided to the Supervisors in their meeting packets. Additional questions for the Supervisors included in the minutes were discussed. Sandy Weber, Chair, will contact Adam Dowd, one of our Township Attorneys, for his advice regarding if the Board can override the Building Inspector regarding the valuation of a project. Additional background material was requested for the committee to review. Clerk Barbara Lang requested that she be required to provide copies of only one year's worth of invoices from the Building Inspector rather than two years, as all permits and fees are listed and are included on a spreadsheet that is set up to calculate the correct percentage of fees being paid to the Building Inspector. These invoices are verified by each permit before they are paid each month, and there is little chance for error. The Board agreed that one year of invoices should be sufficient for review for the committee's purposes. Eric Ruud, who is the secretary for the committee, commented that the main thing the committee has determined is the need to improve the grievance process if a resident or business questions how their permit was calculated. The next meeting of the committee will be held on June 24 at 5:00 pm.

- Update on recycle business at 22056 Chippendale Ave

Russ Zellmer was not present at the meeting, but he contacted Clerk Lang to give his report. He has not contacted the Recycle Center since the last meeting, and has been keeping an eye on the business when he drives past that location. They have continued to keep the area as orderly as possible since discussions last summer, and until there is a significant change in conditions, feels they are compliant with what had been requested of them last year.

- LKQ/Viking Auto update

Clerk Barbara Lang indicated that construction is complete and the Building Inspector has sent the Certificate of Occupancy to be signed by the Township. Before that can be signed, the drainage pond areas were to be inspected by someone on the Board of Supervisors to make sure that the required vegetation areas had been planted this spring. Chair Sandy Weber and Vice-Chair Russ Zellmer will be inspecting the property tomorrow and will notify the Clerk of their findings so the Certificate of Occupancy can be signed and issued.

- Follow-up on drainage issues in Rocky Hills/Jennrich property

Sandy Weber stated that she had spoken to Grant Jacobson, Township Engineer. He has talked to the Jennrich's again and they understand it is now up to them to proceed with any improvements on their own property if they still think it is necessary.

NEW BUSINESS - none

ROAD REPORT

- Dustproofing

Most of the dustproofing is done. Sandy Weber said her neighbors to the south on Akron Ave inquired about why theirs hasn't been done. Mark Henry explained that section of the road hasn't been done in the past because of the location of the house being so far back from the road. He said there is a similar issue on 250th St with one of the residents there whose residence is located well back from the road. He is going to talk to these residents along these areas and will work it out.

- Gravelling

Gravel on Denmark Ave is almost completed. 265th St should be completed next week, and 270th St will be done after the culvert is replaced.

- Bridge Replacement

Mark Henry has talked to Tom Anton with Dakota County Transportation Department. They are compiling a list of bridges that need future consideration for replacement to be submitted to the Department of Transportation. Mark will keep the Board of Supervisors updated on this.

- Rocky Hills Updates

Quotes have been received for the blacktop. Work will be done soon, weather permitting. Additional seeding has been done along the affected areas for the drainage updates done last fall. So far everything has been functioning as intended. Brush by the easement area still needs to be trimmed.

- JPA for blacktop

Dakota County is submitting a Joint Powers Agreement to Castle Rock Township to include the blacktop work for Alverno Ave in their RFQ. Paperwork will be available for review at next month's meeting.

DAKOTA COUNTY COMMISSIONER UPDATE

Mike Slavik, late arrival, was in attendance to be available for discussion of any concerns in our area. He indicated the County Commissioners are working with the Met Council to improve relationships for the rural area. There has been a lot of concern that even though Dakota County is in the seven-county metro area guided by the Met Council, there are few benefits for that rural areas.

He gave some updates on County Road projects. The large project scheduled for County Rd 80 in Eureka and Castle Rock Townships has run into some design issues that are being ironed out. At this point, work is expected to be done in 2016. The huge undertaking for County Road 86 will encompass at least two more years before completion.

Dave Nicolai and Jeff Partington inquired if he had any updates regarding the Hampton Woods, as they had heard the County will be purchasing some property there. Mike said he was aware there have been negotiations going to for the County to purchase some property that is in both Castle Rock and Hampton Townships. As far as he is aware, it is not yet determined what the use will be for the property if this purchase is made.

TREASURER'S REPORT

- In Rhonda Rademacher's absence, Barbara Lang presented the Treasurer's Report. An update was given about the progress that has been made working with the updated CTAS software since working with Irene Bright, the MAT consultant. Irene agreed that there are too many account numbers that have not been updated correctly to migrate the "old" records into the new software, so we are in the process of updating all the data entry beginning January 2015 in the new system. Some reports had to be corrected and resubmitted to the State of Minnesota because of these discrepancies, which impacted the time that was to be spent getting this year's work in place. Besides the two days Irene was here at our Town Hall, the Clerk and Treasurer spent an additional day working with Irene at the MAT offices in St. Michael. The June payroll and claims were done using the new accounting software, and we are hopeful we will have the rest of 2015 data entry caught up by the end of July. In the interim, the monthly reports will look different and some will have to be prepared manually until all the information is updated.

The Clerk and Treasurer are requesting pre-authorization to be able to work with Irene sometime in July.

Dave Nicolai made a motion and Jon Juenke seconded to authorize up to an additional \$300 for training with Irene Bright. 4 ayes. Motion carried.

Receipts \$ 25,052.15
Cash Control Not available due to CTAS conversion
Current Investments \$ 771,537.10

Dave Nicolai made a motion and Jeff Partington seconded to accept the Treasurer Report. 4 ayes. Motion carried.

REVIEW PAYROLL AND CLAIMS

Payroll: \$ 2,225.12 Claim # 8355 – 8357
(Note: Check numbers 8351-8354 were voided due to printing issues)
Claims: \$ 11,972.41 Claim # 8358 - 8371
Total: \$ 14,197.53

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

CLERKS REPORT

- Clerk will be out of town from June 10-16. E-mail and voice mail will be checked several times during that time period in case anything urgent needs to be forwarded on and taken care of.
- Registration for the MAT Summer Short Course has been submitted. Barbara Lang, Rhonda Rademacher, and Sandy Weber will be attending in Rochester on June 18.
- Please let Clerk know if you see any updates to be made on the Website.

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

Meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Barbara Lang, Clerk

Attest: Sandy Weber, Chair of Board of Supervisors